TOSHIBA

Tecra® A1 Series User's Guide

If you need assistance:

- Toshiba Global Support Centre
  Calling within the United States (800) 457-7777
  Calling from outside the United States (949) 859-4273

For more information, see "If Something Goes Wrong" on page 188 in this guide.

WARNING Handling the cord on this product will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. ***Wash hands after handling.***

C6655-0304M3
03/04

2

Model: Tecra® A1 Series

ReWritable CD/DVD Drives

The computer system you purchased may include a ReWritable CD and/or DVD drive(s), among the most advanced data storage technologies available. As with any new technology, you must read and follow all set-up and usage instructions in the applicable user guides and/or manuals enclosed. If you fail to do so, this product may not function properly and you may lose data or suffer other damage. **TOSHIBA AMERICA** INFORMATION SYSTEMS ("TOSHIBA"), ITS AFFILIATES AND SUPPLIERS DO NOT WARRANT THAT OPERATION OF THE PRODUCT WILL BE UNINTERRUPTED OR ERROR FREE. YOU AGREE THAT TOSHIBA, ITS AFFILIATES AND SUPPLIERS SHALL HAVE NO RESPONSIBILITY FOR DAMAGE TO OR LOSS OF ANY BUSINESS, PROFITS, PROGRAMS, DATA OR REMOVABLE STORAGE MEDIA ARISING OUT OF OR RESULTING FROM THE USE OF THE PRODUCT, EVEN IF ADVISED OF THE POSSIBILITY THEREOF.

Protection of Stored Data

For your important data, please make periodic back-up copies of all the data stored on the hard disk or other storage devices as a precaution against possible failures, alteration, or loss of the data. IF YOUR DATA IS ALTERED OR LOST DUE TO ANY TROUBLE, FAILURE OR MALFUNCTION OF THE HARD DISK DRIVE OR OTHER STORAGE DEVICES AND THE DATA CANNOT BE RECOVERED, TOSHIBA SHALL NOT BE LIABLE FOR ANY DAMAGE OR LOSS OF DATA, OR ANY OTHER DAMAGE RESULTING THEREFROM. WHEN COPYING OR TRANSFERRING YOUR DATA, PLEASE BE SURE TO CONFIRM WHETHER THE DATA HAS BEEN SUCCESSFULLY COPIED OR TRANSFERRED. TOSHIBA DISCLAIMS ANY LIABILITY FOR THE FAILURE TO COPY OR TRANSFER THE DATA CORRECTLY.

Critical Applications

The computer you have purchased is not designed for any "critical applications." "Critical applications" means life support systems, medical applications, connections to implanted medical devices, commercial transportation, nuclear facilities or systems or any other applications where product failure could lead to injury to persons or loss of life or catastrophic property damage. ACCORDINGLY, TOSHIBA, ITS AFFILIATES AND SUPPLIERS DISCLAIM ANY AND ALL LIABILITY ARISING OUT OF THE USE OF THE COMPUTER PRODUCTS IN ANY CRITICAL APPLICATIONS. IF YOU USE THE COMPUTER PRODUCTS IN A CRITICAL APPLICATION,

YOU, AND NOT TOSHIBA, ASSUME FULL RESPONSIBILITY FOR SUCH USE.

FCC Notice "Declaration of Conformity Information"

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE Only Peripherals complying with the FCC Class B limits may be attached to this equipment. Operation with noncompliant peripherals or peripherals not recommended by Toshiba is likely to result in interference to radio and TV reception. Shielded cables must be used between the external devices and the computer's parallel port, monitor port, USB port, PS/2 port®, i.LINK® port and microphone jack. Changes or modifications made to this equipment not expressly approved by Toshiba or parties authorized by Toshiba could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference.
- This device must accept any interference received, including interference that may cause undesired operation.

Contact:

Toshiba America Information Systems, Inc.

9740 Irvine Blvd.

Irvine, CA 92618-1697

(949) 583-3000

Industry Canada requirement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conformé à la norme NMB-003 du Canada.

FCC requirements

The following information is pursuant to FCC CFR 47, Part 68 and refers to internal modems.

This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, the information must be provided to the telephone company.

The modem connects to the telephone line by means of a standard jack called the USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by the ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If Problems Arise

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advanced notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

If trouble is experienced with this equipment, for repair or limited warranty information, please contact Toshiba Corporation, Toshiba America Information Systems, Inc. or an authorized representative of Toshiba, or the Toshiba Support Centre within the United States at (800) 457-7777 or Outside the United States at (949) 859-4273. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Disconnection

If you should ever decide to permanently disconnect your modem from its present line, please call the telephone company and let them know of this change.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including Fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax transmission, refer to the fax software instructions installed on this computer.

Alarm Equipment

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Instructions for IC CS-03 Certified Equipment

1 NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

2 The user manual of analog equipment must contain the equipment's Ringer Equivalence Number (REN) and an explanation notice similar to the following:

The Ringer Equivalence Number (REN) of this device can be found on the label affixed to your computer.

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

3 The standard connecting arrangement (telephone jack type) for this equipment is jack type(s): USOC RJ11C.

Wireless Interoperability

The TOSHIBA Wireless LAN Mini PCI Card products are designed to be interoperable with any wireless LAN product that is based on Direct Sequence Spread Spectrum (DSSS) radio technology, and is compliant to:

- The IEEE 802.11 Standard on Wireless LANs (Revision A/B), as defined and approved by the Institute of Electrical and Electronics Engineers.
- The Wireless Fidelity (Wi-Fi) certification as defined by the WECA Wireless Ethernet Compatibility Alliance.

CAUTION Bluetooth™ and Wireless LAN devices operate within the same radio frequency range and may interfere with one another. If you use Bluetooth™ and Wireless LAN devices simultaneously, you may occasionally experience a less than optimal network performance or even lose your network connection.

If you should experience any such problem, immediately turn off either one of your Bluetooth™ or Wireless LAN.

Please contact Toshiba PC product support on Web site http://www.toshiba-europe.com/computers/tnt/bluetooth.htm in Europe or http://www.pcsupport.global.toshiba.com in the United States for more information.

CAUTION This device is restricted to indoor use due to its operation in the 5.15 GHz to 5.85 GHz frequency range.

Wireless LAN and your Health

Wireless LAN products, like other radio devices, emit radio frequency electromagnetic energy. The level of energy emitted by Wireless LAN devices however is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Because Wireless LAN products operate within the guidelines found in radio frequency safety standards and recommendations, TOSHIBA believes Wireless LAN is safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situations or environments, the use of Wireless LAN may be restricted by the proprietor of the building or responsible representatives of the organization. These situations may for example include:

- Using the Wireless LAN equipment on board of airplanes, or
- In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies on the use of wireless devices in a specific organization or environment (e.g. airports), you are encouraged to ask for authorization to use the Wireless LAN device prior to turning on the equipment.

Regulatory Information

The TOSHIBA Wireless LAN Mini PCI Card must be installed and used in strict accordance with the manufacturer's instructions as described in the user documentation that comes with the product. This device complies with the following radio frequency and safety standards.

Canada – Industry Canada (IC)

This device complies with RSS 210 of Industry Canada.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF field in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb. The RF device shall not be co-located with any other transmitter that has not been tested with this device.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit étre prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

The term "IC" before the equipment certification number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Pour empecher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit etre utilize a l'interieur et devrait etre place loin

des fenetres afin de Fournier un ecram de blindage maximal. Si le matriel (ou son antenne d'emission) est installe a l'exterieur, il doit faire l'objet d'une licence.

Europe – EU Declaration of Conformity

- This device complies with the essential requirements of the R&TTE Directive 1999/5/EC with essential test suites as per standards:

EN 60950 Safety of Information Technology equipment

ETS 300 328 Technical requirements for radio equipment

ETS 300 826 General EMC requirements for radio equipment.

België/ Belgique:	For outdoor usage only channel 10 (2457 MHz) and 11 (2462 MHz) is allowed. For private usage outside buildings across public grounds over less than 300m no special registration with IBPT/BIPT is required. Registration to IBPT/BIPT is required for private usage outside buildings across public grounds over more than 300m. An IBPT/BIPT license is required for public usage outside building. For registration and license please contact IBPT/BIPT.
	Gebruik buiten gebouw alleen op kanalen 10 (2457 MHz) en 11 (2462 MHz). Voor privé-gebruik buiten gebouw over publieke groud over afstand kleiner dan 300m geen registratie bij BIPT/IBPT nodig; voor gebruik over afstand groter dan 300m is wel registratie bij BIPT/IBPT nodig. Voor publiek gebruik buiten gebouwen is licentie van BIPT/ IBPT verplicht. Voor registratie of licentie kunt u contact opnemen met BIPT.
	L'utilisation en extérieur est autorisé sur le canal 10 (2457 MHz) et 11 (2462 MHz). Dans le cas d'une utilisation privée, a l'extérieur d'un bâtiment, audessus d'un espace public, aucun enregistrement n'est nécessaire pour une distance de moins de 300m. Pour une distance supérieure à 300m un enregistrement auprés de I'IBPT est requise. Pour une utilisation publique à I'extérieur de bâtiments, une licence de I'IBPT est requise. Pour les enregistrements et licences, veuillez contacter I'IBPT.
Deutschland:	License required for outdoor installations. Check with reseller for procedure to follow.

	Anmeldung im Outdoor-Bereich notwendig, aber nicht genehmigungspflichtig. Bitte mit Händler die Vorgehensweise abstimmen.
France:	Restricted frequency band: only channels 10 and 11 (2457 MHz and 2462 MHz respectively) may be used in France. License required for every installation, indoor and outdoor installations. Please contact ART for procedure to follow.
	Bande de fréquence restreinte: seuls les canaux 10 à 11 (2457 MHz et 2462 MHz respectivement) doivent être utilisés en France. Toute utilisation, qu'elle soit intérieure ou extérieure, est soumise à autorisation. Vous pouvez contacter l'Autorité de Régulation des Télécommuniations (http://www.art-telecom.fr) pour la procédure à suivre.
Italia:	License required for indoor use. Use with outdoor installations not allowed.
	E'necessaria la concessione ministeriale anche per l'uso interno. Verificare con i rivenditori la procedura da seguire. L'uso per installazione in esterni non e'permessa.
Nederland:	License required for outdoor installations. Check with reseller for procedure to follow.
	Licentie verplicht voor gebruik met buitenantennes. Neem contact op met verkoper voor juiste procedure.

USA – Federal Communications Commission (FCC)

This device complies with Part 15 of FCC Rules. Operation of the devices in a Wireless LAN System is subject to the following two conditions:

- This device may not cause harmful interference.
- This device must accept any interference that may cause undesired operation.

TOSHIBA is not responsible for any radio or television interference caused by unauthorized modification of the devices included with this TOSHIBA Wireless LAN Mini PCI Card, or the substitution or attachment of connecting cables and equipment other than specified by TOSHIBA.

The correction of interference caused by such unauthorized modification, substitution or attachment will be the responsibility of the user.

Caution: Exposure to Radio Frequency Radiation

The Toshiba Wireless LAN Mini PCI Card will be installed with one of two types of antennas. The both of antenna types, when installed are located at the upper edge of the LCD screen.

For both antennas, the radiated output power of the TOSHIBA Wireless LAN Mini PCI Card is far below the FCC radio frequency exposure limits. Nevertheless, the TOSHIBA Wireless LAN Mini PCI Card shall be used in such a manner that the potential for human contact during normal operation is minimized. In normal operating configuration, the LCD in the upright position, the distance between the antenna and the user should not be less than 20 cm. The antenna(s) used for this transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. Antenna(s) used in 5.15 GHz to 5.25 GHz frequency band must be integral antenna which provide no access to the end user.

Refer to the Regulatory Statements as identified in the documentation that comes with those products for additional information.

Caution: Radio Frequency Interference Requirements

This device is restricted to indoor use due to its operation in the 5.15 GHz to 5.25 GHz frequency range. FCC requires this product to be used indoors for frequency range 5.15 GHz to 5.25 GHz to reduce the potential for harmful interference to co-channel Mobile Satellite systems.

High power radars are allocated as primary users of the 5.25 GHz to 5.35 GHz and 5.65 GHz to 5.85 GHz bands. These radar stations can cause interference with and/or damage this device.

NOTE The above Caution information applies to products that operate with an 802.11a device.

Taiwan

Article 14 Unless approved, for any model accredited low power radio frequency electric machinery, any company, trader or user shall not change the frequency, increase the power or change the features and functions of the original design.

Article 17 Any use of low power radio frequency electric machinery shall not affect the aviation safety and interfere with legal communications. In event that any interference is found, the use of such electric machinery shall be stopped immediately, and reusing of such products can be resumed until no interference occurs after improvement.

The legal communications mentioned in the above item refer to radio communications operated in accordance with telecommunication laws and regulations.

Low power radio frequency electric machinery shall resist against interference from legal communications or from industrial, scientific and medical radio emission electric machinery.

Using this Equipment in Japan

In Japan, the frequency bandwidth of 2,400 MHz to 2,483.5 MHz for second generation low-power data communication systems such as this equipment overlaps that of mobile object identification systems (premises radio station and specified low-power radio station).

1. Sticker

Please put the following sticker on devices incorporating this product.

In the frequency bandwidth of this equipment, industrial device, scientific device, medical device like microwave oven, licensed premises radio station and non-licensed specified low-power radio station for mobile object identification system (RF-ID) that is used in product line of factories,(Other Radio Stations) are used.

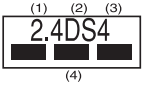
1 Please make sure before using this equipment that no Other Radio Stations are used in the neighborhood.

2 In case that RF interference occurs to Other Radio Stations from this equipment, please change promptly the frequency for use, place to use, or stop emitting Radio.

3 Please contact TOSHIBA Direct PC if you have a problem, such as interference from this equipment to Other Radio Stations

2. Indication

The indication shown below appears on this equipment.



1 2.4: This equipment uses a frequency of 2.4 GHz.

2 DS: This equipment uses DS-SS modulation.

3 The interference range of this equipment is less than 40m.

4 This equipment uses a frequency bandwidth from 2,400 MHz to 2,483.5 MHz.

It is possible to avoid the band of mobile object identification systems.

3. TOSHIBA Direct PC

Monday – Friday: 10:00 – 17:00

Toll Free Tel: 0120-13-1100

Direct Dial: 03-3457-5916

Fax: 03-5444-9450

Device Authorization

This device obtains the Technical Regulation Conformity Certification and the Technical Conditions Compliance Approval, and it belongs to the device class of radio equipment of low-power data communication system radio station stipulated in the Radio Law and the Telecommunications Business Law of Japan.

The Name of the radio equipment: MPC13A-20/R

JAPAN APPROVALS INSTITUTE FOR TELECOMMUNICATIONS EQUIPMENT

Approval Number: D01-1128JP

TELECOM ENGINEERING CENTER Approval Number: 03NY.A0018, 03GZDA0017

The following restrictions apply:

- Do not disassemble or modify the device.
- Do not install the embedded wireless module into other device.

Interference Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the distance between the equipment and the receiver.

- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Toshiba is not responsible for any radio or television interference caused by unauthorized modification of the devices included with this Toshiba Wireless LAN Mini PCI Card, or the substitution or attachment of connecting cables and equipment other than specified by Toshiba.

The correction of interference caused by such unauthorized modification, substitution or attachment will be the responsibility of the user.

NOTE The following information is dependent on what type of wireless device is in your computer.

Approved Countries/Regions for use for the Atheros AR5001X Mini PCI Wireless network adapter

This equipment is approved to the radio standard by the countries/regions in the following table.

CAUTION Do not use this equipment except in the countries/regions in the following table.

NOTE This device works on passive scan only.

A peer-to-peer mode is not available in 802.11a and Turbo Mode.

802.11b (2.4 GHz)

Australia	Austria	Belgium
Canada	Denmark	Finland
France	Germany	Greece
Ireland	Italy	Liechtenstein
Luxembourg	Netherlands	New Zealand
Norway	Portugal	Sweden
Switzerland	UK	USA

802.11a (5 GHz)

Australia	Austria	Belgium
Canada	Denmark	Finland
France	Germany	Greece
Ireland	Italy	Liechtenstein
Luxembourg	Netherlands	New Zealand
Norway	Portugal	Sweden
Switzerland	UK	USA

Turbo Mode (5 GHz)

Canada	USA	

Approved Countries/Regions for use for the Intel® PRO/ Wireless LAN 2100 3B Mini PCI Adapter

This equipment is approved to the radio standard by the countries/regions in the following table.

CAUTION Do not use this equipment except in the countries/regions in the following table.

Argentina	Australia	Austria
Belgium	Brazil	Canada
Chile	Denmark	Finland
France	Germany	Greece
Iceland	Ireland	Italy
Japan	Liechtenstein	Luxembourg
Mexico	Netherlands	New Zealand
Norway	Peru	Portugal
Singapore	Spain	Sweden
Switzerland	UK	Uruguay
USA	Venezuela	

Approved Countries/Regions for use for the Toshiba Mini PCI Wireless LAN Card

This equipment is approved to the radio standard by the countries/regions in the following table.

CAUTION Do not use this equipment except in the countries/regions in the following table.

Australia	Austria	Belgium
Canada	Denmark	Finland
France	Germany	Greece
Hong Kong	Iceland	Ireland
Italy	Japan	Liechtenstein
Luxembourg	Malaysia	Netherlands
New Zealand	Norway	Philippines
Portugal	Singapore	Spain
Sweden	Switzerland	Thailand
UK	USA	

Bluetooth wireless technology Interoperability

Bluetooth™ Cards from TOSHIBA are designed to be interoperable with any product with Bluetooth wireless technology that is based on Frequency Hopping Spread Spectrum (FHSS) radio technology, and is compliant to:

- Bluetooth Specification Ver. 1.1, as defined and approved by The Bluetooth Special Interest Group.
- Logo certification with Bluetooth wireless technology as defined by The Bluetooth Special interest Group.

CAUTION Bluetooth wireless technology is a new innovative technology, and TOSHIBA has not confirmed compatibility of its Bluetooth™ products with all PCs and/or equipment using Bluetooth wireless technology other than TOSHIBA portable computers.

Always use Bluetooth™ cards from TOSHIBA in order to enable wireless networks over two or more (up to a total of seven) TOSHIBA portable computers using these cards. Please contact TOSHIBA PC product support on Web site http://www.toshiba-europe.com/computers/tnt/bluetooth.htm in Europe or http://www.pcsupport.global.toshiba.com in the United States for more information.

When you use Bluetooth™ cards from TOSHIBA close to 2.4 GHz Wireless LAN devices, Bluetooth transmissions might slow down or cause errors. If you detect certain interference while you use Bluetooth™ cards from TOSHIBA, always change the frequency, move your PC to the area outside of the interference range of 2.4 GHz Wireless LAN devices (40 meters/43.74 yards or more) or stop transmitting from your PC. Please contact TOSHIBA PC product support on Web site http://www.toshiba-europe.com/computers/tnt/bluetooth.htm in Europe or http://www.pcsupport.global.toshiba.com in the United States for more information.

Bluetooth™ and Wireless LAN devices operate within the same radio frequency range and may interfere with one another. If you use Bluetooth™ and Wireless LAN devices simultaneously, you may occasionally experience a less than optimal network performance or even lose your network connection. If you should experience any such problem, immediately turn off either one of your Bluetooth™ or Wireless LAN. Please contact Toshiba PC product support on Web site http://www.toshiba-europe.com/computers/tnt/bluetooth.htm in Europe or http://www.pcsupport.global.toshiba.com in the United States for more information.

Bluetooth wireless technology and your Health

The products with Bluetooth wireless technology, like other radio devices, emit radio frequency electromagnetic energy. The level of energy emitted by devices with Bluetooth wireless technology however is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Because products with Bluetooth wireless technology operate within the guidelines found in radio frequency safety standards and recommendations, TOSHIBA believes Bluetooth wireless technology is safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situations or environments, the use of Bluetooth wireless technology may be restricted by the proprietor of the building or responsible representatives of the organization. These situations may for example include:

- Using the equipment with Bluetooth wireless technology on board of airplanes, or
- In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies on the use of wireless devices in a specific organization or environment (e.g. airports), you are encouraged to ask for authorization to use the device with Bluetooth wireless technology prior to turning on the equipment.

Regulatory statements

This product complies with any mandatory product specification in any country/region where the product is sold. In addition, the product complies with the following:

European Union (EU) and EFTA

This equipment complies with the R&TTE directive 1999/5/EC and has been provided with the CE mark accordingly.

Canada-Industry Canada (IC)

This device complies with RSS 210 of Industry Canada.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device."

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit étre prét à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

The term "IC" before the equipment certification number only signifies that the Industry Canada technical specifications were met.

Caution: FCC Interference Statement

This device complies with part15 of the FCC rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and

- This device must accept any interference received, including interference that may cause undesired operation.

Note that any changes or modifications to this equipment not expressly approved by the manufacturer may void the authorization to operate this equipment.

Caution: Exposure to Radio Frequency Radiation

The radiated output power of the Bluetooth™ Card from TOSHIBA is far below the FCC radio frequency exposure limits. Nevertheless, the Bluetooth™ Card from TOSHIBA shall be used in such a manner that the potential for human contact during normal operation is minimized.

In order to comply with FCC radio-frequency radiation exposure guidelines for an uncontrolled environment, the Bluetooth™ Card from TOSHIBA has to be operated while maintaining a minimum body to antenna which are located on top of LCD distance of 20 cm.

Refer to the Regulatory Statements as identified in the documentation that comes with those products for additional information.

The Bluetooth™ Card from TOSHIBA is far below the FCC radio frequency exposure limits.

Nevertheless, it is advised to use the Bluetooth™ Card from TOSHIBA in such a manner that human contact during normal operation is minimized.

NOTE Changes or modifications made to this equipment not expressly approved by TOSHIBA or parties authorized by TOSHIBA could void the user's authority to operate the equipment.

Taiwan

Article 14	Unless approved, for any model accredited low power radio frequency electric machinery, any company, trader or user shall not change the frequency, increase the power or change the features and functions of the original design.
Article 17	Any use of low power radio frequency electric machinery shall not affect the aviation safety and interfere with legal communications. In event that any interference is found, the use of such electric machinery shall be stopped immediately, and reusing of such products can be resumed until no interference occurs after improvement.

The legal communications mentioned in the above item refer to radio communications operated in accordance with telecommunication laws and regulations.

Low power radio frequency electric machinery shall resist against interference from legal communications or from industrial, scientific and medical radio emission electric machinery.

Using this equipment in Japan

In Japan, the frequency bandwidth of 2,400 MHz to 2,483.5 MHz for second generation low-power data communication systems such as this equipment overlaps that of mobile object identification systems (premises radio station and specified low-power radio station).

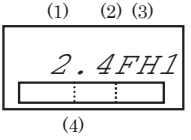
1. Sticker

Please put the following sticker on devices incorporating this product.

> In the frequency bandwidth of this equipment, industrial device, scientific device, medical device like microwave oven, licensed premises radio station and non-licensed specified low-power radio station for mobile object identification system (RF-ID) that is used in product line of factories,(Other Radio Stations) are used.
> 1 Please make sure before using this equipment that no Other Radio Stations are used in the neighborhood.
> 2 In case that RF interference occurs to Other Radio Stations from this equipment, please change promptly the frequency for use, place to use, or stop emitting Radio.
> 3 Please contact TOSHIBA Direct PC if you have a problem, such as interference from this equipment to Other Radio Stations

2. Indication

The indication shown below appears on this equipment.



1 2.4: This equipment uses a frequency of 2.4 GHz.

2 FH: This equipment uses FH-SS modulation.

3 The interference range of this equipment is less than 10m.

4 This equipment uses a frequency bandwidth from 2,400 MHz to 2,483.5 MHz. It is impossible to avoid the band of mobile object identification systems.

3. TOSHIBA Direct PC

Monday – Friday: 10:00 – 17:00

Toll Free Tel: 0120-13-1100

Direct Dial: 03-3457-5916

Fax: 03-5444-9450

Device Authorization

This device obtains the Technical Regulation Conformity Certification, and it belongs to the device class of radio equipment of low-power data communication system radio station stipulated in the Radio Law of Japan.

The Name of the radio equipment: EYXF2CS

TELECOM ENGINEERING CENTER

Approval Number: 01NYDA1305

The following restrictions apply:

- Do not disassemble or modify the device.
- Do not install the embedded wireless module into other device.

DVD-ROM, multi-function drive safety instructions

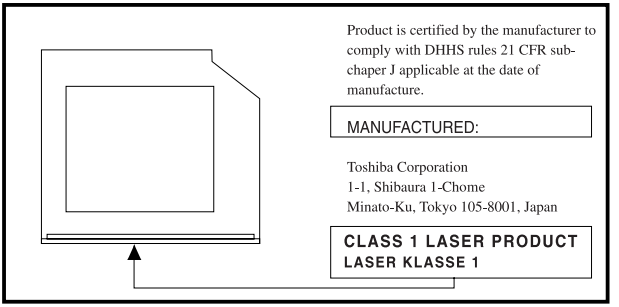
The DVD-ROM and multi-function drives employ a laser system. To ensure proper use of this product, please read this instruction manual carefully and retain for future reference. Should the unit ever require maintenance, contact an authorized service location.

Use of controls, adjustments or the performance of procedures other than those specified may result in hazardous radiation exposure.

To prevent direct exposure to the laser beam, do not try to open the enclosure.

Location of the required label

(Sample shown below. Location of the label and manufacturing information may vary.)


Product is certified by the manufacturer to comply with DHHS rules 21 CFR sub-chaper J applicable at the date of manufacture.
MANUFACTURED:
Toshiba Corporation
1-1, Shibaura 1-Chome
Minato-Ku, Tokyo 105-8001, Japan
CLASS 1 LASER PRODUCT
LASER KLASSE 1

CAUTION This appliance contains a laser system and is classified as a "CLASS 1 LASER PRODUCT." To use this model properly, read the user's guide carefully and keep it for your future reference. In case of any trouble with this model, please contact your nearest "AUTHORIZED service station." To prevent direct exposure to the laser beam, do not try to open the enclosure.

CLASS 1 LASER PRODUCT
LASSER KLASSE 1

Use of controls or adjustments or performance of procedures other than those specified in the owner's manual may result in hazardous radiation exposure.

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Computer disposal information

This product contains mercury. Disposal of this material may be regulated due to environmental considerations. For disposal, reuse or recycling information, please contact your local government or the Electronic Industries Alliance at www.eiae.org.

Contents

Introduction 33
This guide 34
Safety icons 34
Other icons used 35
Other documentation 35
Service options 36
Chapter 1: Getting Started 37
Selecting a place to work 37
Creating a computer-friendly environment 37
Keeping yourself comfortable 38
Other precautions 41
Setting up your computer 42
Setting up your software 43
Registering your computer with Toshiba 44
Adding external devices 44
Connecting to a power source 45
Charging the main battery 47
Using the computer for the first time 48
Opening the display panel 48

Turning on the power....48
Using the TouchPad™....49
Control buttons....50
Disabling or enabling the TouchPad....50
Setting up a printer....51
Installing additional memory (optional)....54
Removing a memory module....58
Connecting a mouse....60
Connecting a printer....60
Connecting a USB printer....60
Connecting a parallel printer....60
Using external display devices....61
Connecting an external monitor....61
Directing the display output when you turn on the computer....61
Adjusting the quality of the external display....62
Display limitations....62
Connecting an optional external diskette drive....63
Using an external keyboard....64
Turning off the computer....64
Caring for your computer....65
Cleaning the computer....65
Moving the computer....66
Using a computer lock....66

Chapter 2: Learning the Basics....68

Computing tips....68
Using the keyboard....69
Character keys....70
Ctrl, Fn, and Alt keys....70
Function keys....70
Windows® special keys....71
Overlay keys....71
Emulating a full-size keyboard....73

Starting a program....73
Saving your work....74
Printing your work....75
Backing up your files....75
Using the DVD-ROM or multi-function drive....76
DVD-ROM drive components....77
Inserting a disc....78
Playing an audio CD....80
Viewing the contents of a CD or DVD....82
Removing a disc with the computer on....83
Removing a disc with the computer off....83
Caring for CDs and DVDs....84
Setting up for communications....84
Connecting the modem to a phone line....85
Connecting your computer to a network....85
Powering down the computer....86
Turn Off or Shut down command....86
Restart command....87
Hibernation command....87
Standby command....88
Using Turn Off or Shut down....89
Turning off or shutting down more quickly....90
Starting again after Turn Off or Shut down....93
Using Hibernation....93
Enabling the Hibernation command....93
Going into Hibernation mode....95
Going into Hibernation mode more quickly....96
Starting again from Hibernation mode....99
Using Standby....100
Going into Standby mode more quickly....101
Starting again from Standby....104

Chapter 3: Mobile Computing....105
Toshiba's energy-saver design....105

Running the computer on battery power 105
Battery Notice 106
Power management 106
Charging the batteries 107
Charging the main battery 107
Charging the RTC battery 108
Monitoring battery power 109
Determining remaining battery power 110
Conserving battery power 111
What to do when the battery runs low 111
Setting battery alarms 112
Changing the main battery 113
Removing the battery from the computer 113
Inserting the battery in the computer 115
Taking care of your battery 116
Safety precautions 116
Maximizing battery life 117
Disposing of used batteries safely 118
Traveling tips 118

Chapter 4: Getting to Know the Windows® XP Operating System 120

Lesson 1: Exploring the desktop 121
Finding your way around the desktop 121
Windows® XP file system 123
Lesson 2: Using the TouchPad and control buttons together 124
Lesson 3: Learning about the Internet 127
Lesson 4: Creating a new document 128
Lesson 5: Creating a new folder 129
Lesson 6: Starting programs 131
Lesson 7: Resizing, repositioning, and hiding windows 133
Using the taskbar 133

Minimizing and maximizing windows 133
Resizing and moving windows.....134
Lesson 8: Closing programs 136
Lesson 9: Creating shortcuts 136
Creating a shortcut to the Calculator.....137
Creating a shortcut to the Character Map 138
Lesson 10: Changing the screen saver.....140
Lesson 11: Setting the date and time.....142
Lesson 12: Removing objects from the desktop...144
Lesson 13: Using System Restore 146
Lesson 14: If I am lost, what do I do? 147
Windows® XP Help and Support Center 147
Using the online tours and tutorials 149
Lesson 15: Turning off your computer 150

Chapter 5: Exploring Your Options 151
Windows® XP special features 151
Personalizing your desktop 152
Customizing the taskbar 152
Bringing the world to your desktop.....153
Changing desktop and browsing style 154
Personalizing individual windows 155
Customizing window toolbars.....156
Displaying information about each folder 157
Using your computer at the office.....158
Setting up for communications.....159
Connecting the modem to a telephone line 160
Setting up a dial-up connection 160
Exchanging data with another computer.....161
Transferring files using a parallel port connection.....161
Getting help transferring files.....161
Setting up a wireless connection 162
Accessing the wireless modules using your sys-

tem tray 162
Connecting to the Internet 162
An overview of using the Internet 163
The Internet 164
The World Wide Web 164
Internet Service Providers.....164
Signing up with an Internet Service Provider .165
Surfing the Internet.....165
Internet features.....165
Uploading and downloading files on the Internet 166
Toshiba's online resources 166
Exploring video features 167
Changing the display properties setting 167
Display settings hot key 168
Exploring audio features 169
Recording sounds.....169
Using a microphone.....169
Adjusting recording settings 170
Using external speakers or headphones.....171
Using PC Cards.....171
PC Card supporting software 172
Inserting PC Cards.....172
Removing PC Cards 173
Hot swapping.....174

Chapter 6: Toshiba Utilities 175
TOSHIBA Accessibility 175
Fn-esse 177
Starting Fn-esse.....177
Assigning a key to a program or document 178
Viewing existing key assignments.....180
Changing or removing existing key assignments 180

Hotkey utility 180
TOSHIBA Console 181
Customize Your Computer 182
Network 183
Security 183
Power Management 183
Toshiba Hardware Setup 186

Chapter 7: If Something Goes Wrong 188
Problems that are easy to fix 188
Problems when you turn on the computer 190
The Windows® operating system is not working 191
Using Startup options to fix problems 192
Internet problems 193
The Windows® XP operating system can help you 193
Resolving a hardware conflict 194
A plan of action 194
Resolving hardware conflicts on your own 195
Fixing a problem with Device Manager 197
Memory module problems 199
Power and the batteries 200
Keyboard problems 201
Display problems 202
Disk drive problems 204
DVD-ROM or multi-function drive problems 206
Sound system problems 208
PC Card problems 209
Printer problems 212
Modem problems 213
Develop good computing habits 213
If you need further assistance 214
Before you call 215
Contacting Toshiba 215

Other Toshiba Internet Web sites 216
Toshiba's worldwide offices.....217
Appendix A: Hot Keys 220
Volume Mute 220
Instant password security.....220
Without a password.....220
With a password 221
Maintaining security when the battery is not fully charged 221
Power usage mode 222
Standby mode.....223
Hibernation mode 224
Display modes 225
Display brightness 226
Disabling or enabling the TouchPad 226
Keyboard hot keys 226
Appendix B: Power Cable Connectors..... 227
Appendix C: Using ConfigFree™ with your Toshiba Computer 228
Getting Started.....229
ConfigFree Main Screen.....229
Starting ConfigFree 230
Configuring ConfigFree 230
ConfigFree Utilities.....231
Connectivity Doctor 231
Device Settings 232
Profile Settings 234
Quick Connect.....235
Using Auto Switch 236
Auto Switch (Cable Disconnect).....237
Auto Switch (SSID).....237
Glossary 238
Index..... 253

Introduction

Welcome to the world of powerful and portable multimedia computers! With your new Toshiba notebook computer, your access to information can accompany you wherever you go.

You will find your operating system, Microsoft® Windows® XP, already installed on your computer. Your operating system offers exciting features and easy Internet access.

This guide contains information about your operating system and how it functions with your Toshiba computer. For specific information on the software, see the Microsoft booklet that shipped with your computer.

NOTE While Toshiba has made every effort at the time of publication to ensure the accuracy of the information provided herein, product specifications, configurations, prices, system/component/options availability are all subject to change without notice. For the most up-to-date product information about your computer, or to stay current with the various computer software or hardware options, visit Toshiba's Web site at pcsupport.toshiba.com.

This guide

This guide introduces the computer's features. You can:

- Read the entire guide from beginning to end.
- Skim through and stop when a topic interests you.
- Use the table of contents and the index to find specific information.

If you are new to computers, or have not used a notebook computer before, read through the first couple of chapters to familiarize yourself with the components of the computer and how to turn it on. After that, seek out whatever interests you most.

Safety icons

This manual contains safety instructions that must be observed in order to avoid potential hazards that could result in personal injuries, damage to your equipment, or loss of data. These safety cautions have been classified according to the seriousness of the risk, and the icons highlight these instructions as follows:

⚠ DANGER	Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.
⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

CAUTION Indicates a potentially hazardous situation which, if not avoided, may result in property damage.

NOTE Provides important information.

Other icons used

Additional icons highlight other helpful or educational information:

TECHNICAL NOTE: This icon highlights technical information about the computer.

HINT: This icon denotes helpful hints and tips.

DEFINITION: This icon indicates the definition of a term used in the text.

Other documentation

Your computer comes with the following documentation:

- This electronic user's guide. Look for the user's guide icon on your desktop or in the DOCS folder on the C: drive.
- Guides for other programs that may come preinstalled on your computer or that are available for installation on your Recovery Media.

- For accessory information, visit Toshiba's Web site at toshiba.com.
- The Microsoft® Windows® operating system documentation which explains the features of the operating system.

Service options

Toshiba offers a full line of service options built around its SelectServ™ limited warranty programs. To stay current on the most recent software and hardware options for your computer, and for other product information, be sure to regularly check the Toshiba Web site at pcsupport.toshiba.com.

If you have a problem or need to contact Toshiba, see "If Something Goes Wrong" on page 188.

Chapter 1

Getting Started

This chapter provides tips for working comfortably, describes how to connect components, and explains what to do the first time you use your notebook computer.

Selecting a place to work

Your computer is portable and designed to be used in a variety of circumstances and locations.

Creating a computer-friendly environment

Place the computer on a flat surface which is large enough for the computer and any other items you need to use, such as a printer. Leave enough space around the computer and other equipment to provide adequate ventilation and prevent overheating.

To keep your computer in prime operating condition, protect your work area from:

- Dust, moisture, and direct sunlight.
- Liquids and corrosive chemicals.

CAUTION If you spill liquid into the computer, turn off the computer, unplug it from the AC power source, and let it dry out completely before turning it on again.

If the computer does not operate correctly after you turn it back on, contact your network administrator. If your computer still does not operate, refer to "If you need further assistance" on page 214 for additional technical assistance.

- Equipment that generates a strong electromagnetic field, such as stereo speakers (other than speakers that are connected to the computer) or speakerphones.
- Rapid changes in temperature or humidity and sources of temperature change such as air conditioner vents or heaters.
- Extreme heat, cold, or humidity. Operate the computer within a temperature range of 41 degrees to 95 degrees Fahrenheit (5 degrees to 35 degrees Celsius) and 20 percent to 80 percent non-condensing humidity.

Keeping yourself comfortable

Strain and stress injuries are becoming more common as people spend more time using their computers. However, with a little care and the proper use of the equipment, you can work comfortably throughout the day.

WARNING Using the computer keyboard incorrectly can result in discomfort and possible injury. If your hands, wrists, and/or arms hurt while typing, stop using the computer and rest. If the discomfort persists, consult a physician.

This section provides hints on avoiding strain and stress injuries. For more information, consult books on ergonomics, repetitive-strain injury, and repetitive-stress syndrome.

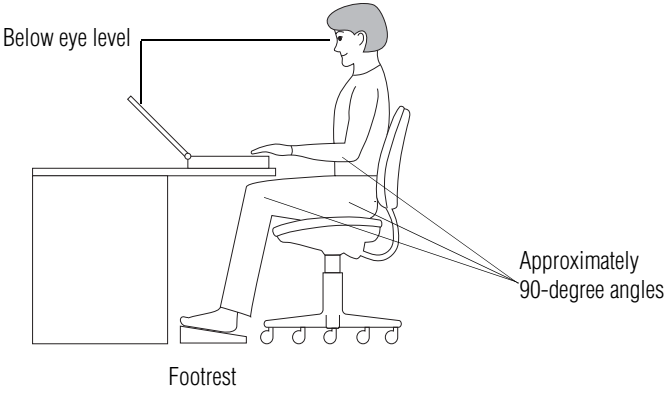
Placement of the computer

Proper placement of the computer and external devices is important to avoid stress-related injuries.

- Place the computer on a flat surface at a comfortable height and distance. You should be able to type without twisting your torso or neck, and look at the screen without slouching.
- If you are using an external monitor, the top of the display should be no higher than eye level.
- If you use a paper holder, set it at about the same height and distance as the screen.

Seating and posture

When using your computer, maintain good posture with your body relaxed and your weight distributed evenly. Proper seating is a primary factor in reducing work strain. Some people find a backless chair more comfortable than a conventional chair.



Correct posture and positioning of the computer

Whichever type you choose, use the following guidelines to adjust your chair for maximum computing comfort.

- Position your chair so that the keyboard is at or slightly below the level of your elbow. You should be able to type comfortably with your shoulders relaxed and your forearms parallel to the floor.

If you are using a conventional chair:

- Your knees should be slightly higher than your hips. If necessary, use a footrest to raise the level of your knees and ease the pressure on the back of your thighs.
- Adjust the back of your chair so that it supports the lower curve of your spine. If necessary, use a cushion to provide extra back support. Lower-back-support cushions are available at many office supply stores.
- Sit with your back straight so that your knees, hips, and elbows form approximately 90-degree angles when you work. Do not slump forward or lean back too far.

Lighting

Proper lighting can improve the visibility of the display and reduce eyestrain.

- Position the display panel or external monitor so that sunlight or bright indoor lighting does not reflect off the screen. Use tinted windows or shades to reduce glare.
- Avoid placing your computer in front of a bright light that could shine directly in your eyes.
- If possible, use soft, indirect lighting in your computer work area.

Arms and wrists

- Avoid bending, arching, or twisting your wrists. Keep them in a relaxed, neutral position while typing.
- Exercise your hands, wrists, and arms to improve circulation.

Work habits

The key to avoiding discomfort or injury from strain is to vary your activities. If possible, schedule a variety of tasks into your working day. Finding ways to break up the routine can reduce stress and improve your efficiency.

- Take frequent breaks to change position, stretch your muscles, and relieve your eyes. A break of two or three minutes every half hour is more effective than a long break after several hours.
- Avoid performing repetitive activities for long periods. Intersperse such activities with other tasks.
- Focusing your eyes on your computer screen for long periods can cause eyestrain. Look away from the computer frequently and focus your eyes on a distant object for at least 30 seconds.

Other precautions

Your notebook computer is designed to provide optimum safety and ease of use, and to withstand the rigors of travel. You should observe certain precautions to further reduce the risk of personal injury or damage to the computer.

CAUTION Do not apply heavy pressure to the computer or subject it to sharp impacts. Excessive pressure or impact can damage computer components or cause your computer to malfunction.

CAUTION Some PC Cards can become hot with prolonged use. If two cards are installed, both can become hot even if only one is used extensively. Overheating of a PC Card can result in errors or instability in the PC Card operation.

Be careful when you remove a PC Card that has been used for lengthy periods of time.

Setting up your computer

TECHNICAL NOTE: You must complete all set up steps up to "Setting up your software" before adding external or internal components to your computer. These components include, but are not limited to, a mouse, keyboard, printer, memory, and PC cards.

Your computer contains a rechargeable high-capacity battery that needs to be charged before you can use it.

To use external power or to charge the battery, you must attach the AC adapter. See "Connecting to a power source" on page 45.

To register your computer online, or to sign up for an Internet account, you must be connected to the Internet using a modem or LAN connection.

Before adding any of these devices to the computer, be sure to complete "Setting up your software" on page 43.

After setting up your computer, you may want to:

- Add more memory
- Connect a mouse
- Connect a full-size keyboard
- Connect an external monitor

- Connect a local printer
- Install PC Cards

Setting up your software

NOTE The names of windows displayed and the order in which windows appear may vary depending on your software setup choices.

The first time you turn on your computer, the Setup Wizard guides you through steps to set up your software.

1. From the welcome screen, click **Next** to enter the Setup Wizard.
2. Confirm acceptance of Microsoft's End User License Agreement and click **Next**.
3. Follow the on-screen instructions to enter the information about your computer.

NOTE To register online, your computer's modem must be connected to a voice-grade telephone line.

NOTE If you chose not to register now, you may register with Toshiba by clicking the Register with Toshiba icon on the desktop.

A window will display the message, "Thank you."

4. Click **Finish** to continue.

Your computer restarts automatically.

Registering your computer with Toshiba

Registering your computer lets Toshiba keep you up-to-date with information about new products and upgrades, and also extends your Toshiba limited warranty worldwide at no charge to you. You can register your computer with Toshiba by double-clicking the icon on your desktop.

NOTE To register online, your computer's modem must be connected to a voice-grade telephone line.

Adding external devices

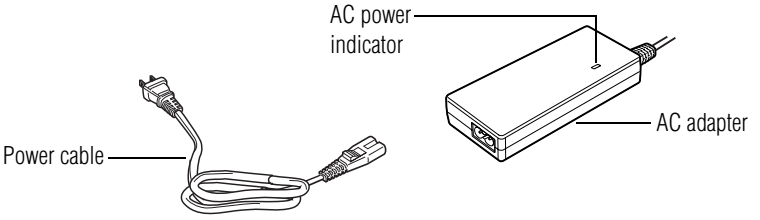
NOTE Before adding external devices, Toshiba recommends setting up your software first. See "Setting up your software" on page 43.

Before starting to use your computer, you may also want to:

- Add more memory (see "Installing additional memory (optional)" on page 54)
- Connect a mouse (see "Connecting a mouse" on page 60)
- Connect a local printer (see "Connecting a printer" on page 60)
- Install PC Cards (see "Using PC Cards" on page 171)
- Connect an external keyboard (see "Using an external keyboard" on page 64)
- Connect another display device (see "Using external display devices" on page 61)
- Connect a diskette drive (see "Connecting an optional external diskette drive" on page 63)

Connecting to a power source

Your computer requires power to operate. Use the power cable and AC adapter to connect the computer to a live electrical outlet, or to charge the computer's battery.



Sample power cable and AC adapter

WARNING Handling the cord on this product will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. ***Wash hands after handling.***

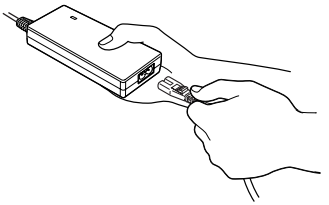
CAUTION Hold the power cable by its plug when you connect/disconnect it. Do NOT pull the cable itself. Doing so may damage the power cable and result in a short circuit or electric shock.

CAUTION Use only the AC adapter supplied with your computer or an equivalent adapter that is compatible. Use of any incompatible adapter could damage your computer. Toshiba assumes no liability for any damage caused by use of an incompatible adapter.

When you connect the AC adapter to the computer, always follow the steps in the exact order as described in the User's Manual. Connecting the power cable to a live electrical outlet should be the last step; otherwise' the adapter DC output plug could hold an electrical charge and cause an electrical shock or minor bodily injury when touched. As a general safety precaution, avoid touching any metal parts.

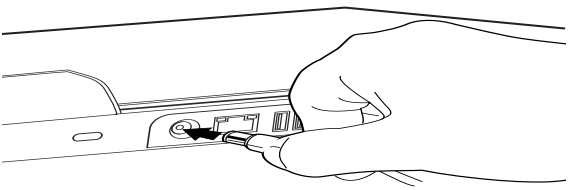
To connect AC power to the computer:

1 Connect the power cable to the AC adapter.



Connecting the power cable to the AC adapter

2 Plug the AC adapter into the DC-IN on the back of the computer.



Connecting the AC adapter to the computer

3 Connect the power cable to a live electrical outlet.

If the electrical outlet is live, the system indicator panel's AC power light ( ) glows green.

WARNING Damaged power cables can cause fire or electric shock. Never modify, forcibly bend, place heavy objects on top of, or apply heat to the power cable.

If the power cable becomes damaged or the plug overheats, discontinue use. There is a risk of electric shock.

Never remove the power plug from the outlet with wet hands. Doing so may cause an electric shock.

Charging the main battery

To charge the main battery, plug the computer into a live wall outlet. It takes several hours to charge the battery with the computer off. It takes much longer to charge the battery while the computer is on. For more information on battery use, see "Running the computer on battery power" on page 105.

CAUTION Once the battery is charged for the first time, avoid leaving the computer plugged in and turned off for more than a few hours at a time. Continuing to charge a fully charged battery can damage the battery.

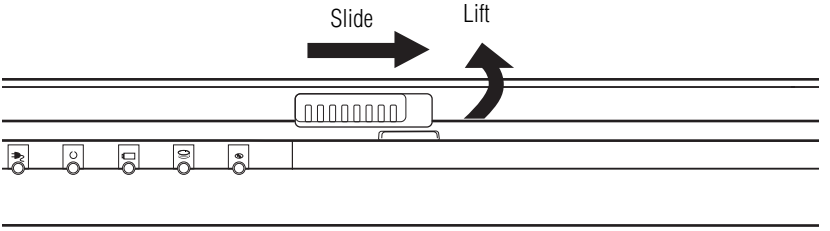
NOTE Battery life and charge time may vary depending on the applications, power management settings, and features used.

TECHNICAL NOTE: The battery does not charge while the computer is consuming full power.

Using the computer for the first time

Opening the display panel

Slide the display latch to the right and lift the display panel.



Opening the display panel

CAUTION To avoid damaging the display panel, do not force it beyond the point where it moves easily, and never lift the computer by the display panel.

Small bright dots may appear on your TFT display when you turn on your computer. Your display contains an extremely large number of thin-film transistors (TFT) and is manufactured using high-precision technology. Any small bright dots that may appear on your display are an intrinsic characteristic of the TFT manufacturing technology.

Turning on the power

1 Make sure there are no media (i.e. CD-ROMs, DVD-ROMs, diskettes) in your computer's drives.

2 Turn on the computer by pressing and releasing the power button located on the top of the keyboard.

CAUTION When you turn on the computer for the first time, do not turn off the power again until the operating system has loaded completely.

The AC power indicator glows when the computer is connected to an external power source.

The battery light:

- Glows amber while the battery is being charged.
- Glows green when the battery is fully charged.
- Is unlit when the computer is not connected to an external power source. For information on determining battery power, see "Monitoring battery power" on page 109.

The hard disk drive indicator flashes to indicate that the hard disk drive is currently in use.

CAUTION Never turn off the computer while any drive is in use. Doing so may damage the media in use and result in loss of data.

Using the TouchPad™

The TouchPad, the small, smooth square cutout located in front of the keyboard, is sensitive to touch and enables you to move the cursor with the stroke of a finger. Simply move your finger on the TouchPad in the direction you'd like to move the cursor:

- To move the cursor to the top of the page, push your finger forward on the TouchPad.

- To move the cursor to the bottom of the page, drag your finger toward yourself.
- To move the cursor to the right side of the page, slide your finger across the TouchPad from left to right.
- To move it to the left side, slide your finger from right to left.

NOTE Because the TouchPad is much smaller than the display screen, moving your cursor across the screen often means having to move your finger several times across the TouchPad in the preferred direction.

Once you have positioned your cursor, you can either click it into place by double-tapping the TouchPad or clicking the control buttons. For more on the TouchPad, see "Lesson 2: Using the TouchPad and control buttons together" on page 124.

Control buttons

When a step instructs you to click or choose an item, move the cursor to the item, then press and release the primary (left-hand) button. To double-click, press the primary button twice in rapid succession. The primary button usually corresponds to the left mouse button.

The function of the secondary (right-hand) button depends on the program you are using. It usually corresponds to the right mouse button. Check your program's documentation to find whether it uses the right mouse button.

Disabling or enabling the TouchPad

The TouchPad is enabled by default. To change the enable/disable TouchPad setting by using the Fn + F9 keys, see "Disabling or enabling the TouchPad" on page 226.

You may also change the enable/disable setting as follows:

1. Click **Start**, **Control Panel**.

   The Control Panel window appears.

2. Click **Printers and Other Hardware**.

3. Click **Mouse**.

   The Mouse Properties window appears.

4. Click the **TouchPAD ON/OFF** tab.

   The TouchPAD ON/OFF tab view window appears.

5. Select **Disable** or **Enable**, whichever is appropriate.

6. Click **Apply**.

7. Click **OK**.

   The Mouse Properties window closes.

8. Close the Printers and Other Hardware window.

9. Close the Control Panel window.

Setting up a printer

If you started your computer with a printer connected and turned on, it may have been detected automatically (Plug and Play). If this is not the case, then you must install the printer driver for the model of printer that is connected to your computer. You can install the printer driver either by following the instructions indicated in your printer manual, or by using the operating system's Add Printer Wizard.

If you plan to set up a printer later, click **Cancel**.

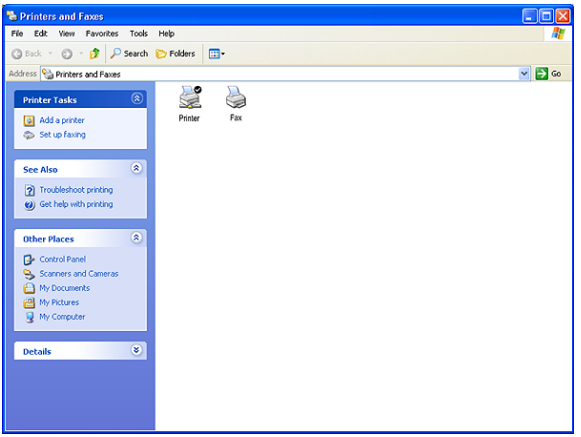
Using the Add Printer Wizard

To set up a printer with the Add Printer Wizard:

1. Click **Start**, **Control Panel**, then **Printers and Other Hardware.**

2. Select **Printers and Faxes**.

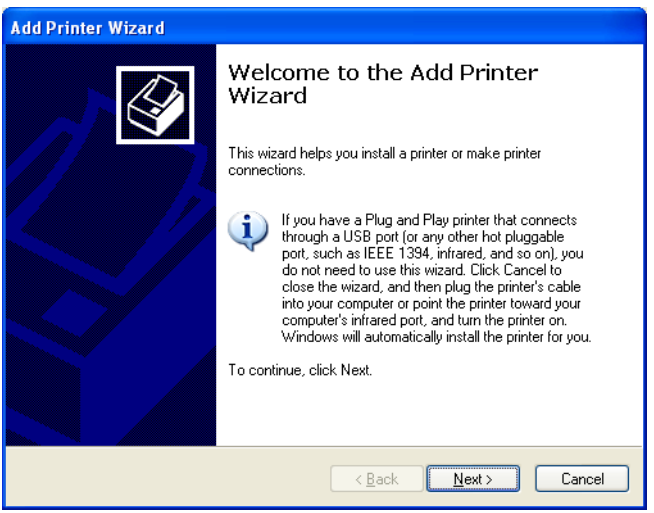
   The Printers and Faxes window appears.



Sample Printers and Faxes window

3 Click **Add Printer**.

The Add Printer Wizard starts.


Add Printer Wizard
Welcome to the Add Printer Wizard
This wizard helps you install a printer or make printer connections.
If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you.
To continue, click Next.
< Back
Next >
Cancel

Sample Add Printer Wizard

4 Click **Next**.

The Add Printer Wizard asks you to select your printer.

TECHNICAL NOTE: If your printer is Plug and Play, the operating system recognizes it automatically. You can ignore the remainder of this section. See your printer manual.

5 If the printer you are setting up:

- ❖ Is not connected to a network, select **Local printer attached to this computer**.

  If you select Local printer, check **Automatically detect and install my Plug and Play printer**.

- ❖ Is connected to a network, select **Network printer, or a printer attached to another computer**.

6 Click **Next**.

The Add Printer Wizard prompts you to select your printer.

7 From the list of manufacturers and printers, select your printer, then click **Next**.

8 Select the port settings according to the instructions in your printer's documentation and the port to which your printer is connected, then click **Next**.

The Add Printer Wizard prompts you to enter a printer name.

9 Enter a name for your printer.

HINT: If you are using more than one printer, make sure the name is descriptive enough to help you tell the difference.

10 To set up the printer to be the default printer for the operating system, click **Yes**.

11 Click **Next**.

The operating system prompts you to print a test page.

12 If your printer is connected and turned on, click **Next.**

To complete the setup procedure without printing a test page, click **No**, then click **Next**.

13 Click **Finish**.

You are now ready to print.

Depending on your program, you may see various messages indicating the status of your print job.

Installing additional memory (optional)

⚠ CAUTION Before you install or remove a memory module, turn off the computer using the Start menu. If you install or remove a memory module while the computer is in Standby or Hibernation mode, data will be lost.

A memory module must be installed in slot A. Do not try to operate the computer with a memory module in slot B only.

If you install a memory module that is incompatible with the computer, a beep will sound when you turn on the computer. If the module is installed in slot A, there will be a long beep followed by a short beep. If the module is in slot B, there will be a long beep followed by two short beeps. In this case, turn off the computer and remove the incompatible module.

Your computer comes with enough memory to run most of today's popular applications. You may want to increase the computer's memory if you use complex software or process large amounts of data.

Additional memory comes in various capacities (visit Toshiba's Web site at toshiba.com for more information). There

are two memory slots. Your system may have both slots occupied.

CAUTION If you use the computer for a long time, the memory modules will become hot. If this happens, let the modules cool to room temperature before you replace them.

You need a standard Phillips no. 1 screwdriver to install a memory module.

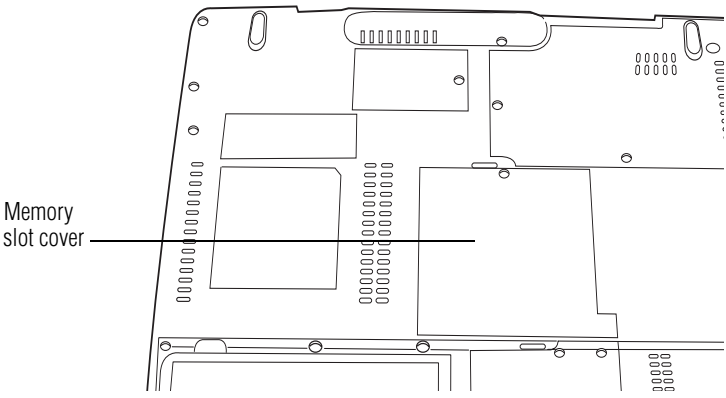
CAUTION To avoid damaging the computer's screws, use a standard Phillips no. 1 screwdriver that is in good condition.

If you are adding memory after you have started to use the computer, begin at step 1, otherwise skip to step 2.

1. Turn off the computer via the Start menu.

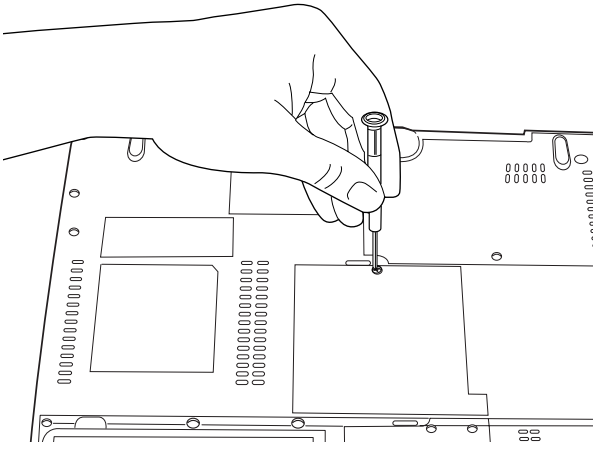
   See "Turn Off or Shut down command" on page 86.

   The operating system turns off the computer.
2. Unplug and remove any cables connected to the computer.
3. Close the display panel and turn the computer upside down to locate the memory slot cover.



Base of your computer

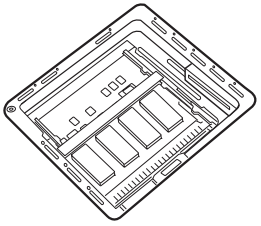
4 Using a standard Phillips no. 1 screwdriver, unscrew the screw that secures the memory slot cover, then remove the memory slot cover.



Removing the memory slot cover

5 Put the screw and the cover in a safe place so that you can retrieve them later.

The following figure shows the inside of the memory compartment.



Viewing the inside of the memory compartment

6 Remove the memory module from its antistatic packaging.

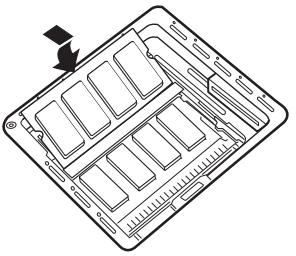
CAUTION Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

To avoid damaging the memory module, be careful not to touch its gold connector bar (on the side you insert into the computer).

7 Holding the memory module by its edges so that the gold connector bar faces the slot, fit the module into the socket.

8 Gently put the memory module connector down at an angle and press down until the clips snap into place.

Do not force the module into position. The memory module should be level when secured in place.



Inserting the memory module

CAUTION Avoid touching the connectors on the memory module or on the computer. Grease or dust on the connectors may cause memory access problems.

9 Replace the memory slot cover.

10 Replace the screw and tighten it.

11 Turn the computer over and reconnect any cables you removed.

12 Turn on the computer.

To verify that the computer correctly recognizes the memory, click **Start**, **Control Panel** and click **Performance and Maintenance**. Click **System** to view the recognized memory.

13 If the computer does not recognize the memory, shut down the computer, remove the memory slot cover, and make sure the memory module is seated properly, as described in step 8.

Removing a memory module

1 Follow steps 1 through 5 in "Installing additional memory (optional)" on page 54.

CAUTION Do not try to remove a memory module with the computer turned on. You can damage the computer and the device.

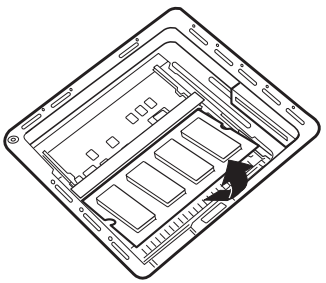
Do not remove the memory module while the computer is in Standby mode. The computer could hang up the next time you turn it on and data in memory will be lost. In either of the above cases, the Standby configuration will not be saved.

The following message appears when you turn on the power:

Warning: Resume Failure
Press Any Key To Continue

If the computer hangs up when you turn it on, perform the following: Press the power button and hold it down for five seconds, then turn the power on again.

2 Gently push the memory clips outward until the memory module pops up.



Removing the memory module

3 Gently pull the memory module diagonally to remove it from the slot.

4 Complete the procedure by following steps 9 through 13 in "Installing additional memory (optional)" on page 54.

Connecting a mouse

You may want to use a mouse instead of the TouchPad, the computer's built-in pointing device.

To connect a USB mouse, plug the mouse cable into one of the USB ports.

Connecting a printer

You can connect a USB-compatible printer to your computer through the USB ports. You can connect a USB printer after you turn on the computer.

Alternatively, you can connect a parallel printer to the computer's parallel port.

Connecting a USB printer

To achieve the connection, you need a suitable USB cable, which may come with your printer. Otherwise, you can purchase one from a computer or electronics store.

NOTE Follow the manufacturer's instructions for connecting a USB printer to your computer.

Connecting a parallel printer

To achieve the connection, you need a suitable cable, which may come with your parallel printer. Otherwise, you can purchase one from a computer or electronics store.

Connect a parallel printer before you turn on the computer.

NOTE Follow the manufacturer's instructions for connecting a parallel printer to your computer.

Using external display devices

Your computer comes with a built-in LCD display, but you can easily attach an external monitor or television to your computer if you need a larger screen.

Once you have connected an external display device, you can choose to use the internal display only, the external device only, or both simultaneously.

Connecting an external monitor is described below. For information on attaching a television to your computer, see "Changing the display properties setting" on page 167.

Connecting an external monitor

You must attach the monitor before you turn on the computer.

1. Connect the monitor's video cable to the RGB (monitor) port.
2. Connect the monitor's power cable to a live electrical outlet.
3. Turn on the external monitor.
4. Turn on the computer.
5. Set the display mode by pressing Fn + F5, or by setting the Display Properties settings.

Directing the display output when you turn on the computer

Once you have connected an external display device, you can choose to use the internal display only, the external device only, or both simultaneously. The quickest way to change the display output settings is to use the display hot key (Fn + F5).

1. Press Fn and F5 simultaneously.
2. While holding down Fn, press F5 repeatedly until the setting you want is highlighted.

The selections available are:

- Built-in display panel only
- Built-in display panel and external device simultaneously
- External device only
- Built-in display panel and TV (or external video device) simultaneously (only when in dual controller mode)
- TV (or other external video device) only

3 Release the Fn key for the selection to take effect.

TECHNICAL NOTE: You can also change these settings using the Display Properties box in the Control Panel.

Adjusting the quality of the external display

To obtain the best picture quality from your external display device, you may need to adjust the video settings. See the documentation supplied with the device for additional configuration steps.

TECHNICAL NOTE: In order to use the simultaneous mode, you must set the resolution of the internal display panel to match the resolution of the external display device. The external display device must support a resolution of 640 X 480 or higher.

Display limitations

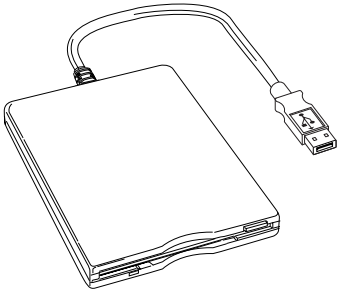
Keep in mind that the quality of the display will be limited to the capabilities of the external video device.

- If the external video device, such as an SVGA monitor, is capable of displaying at a maximum resolution of 640 x 480 and your system is set for a higher resolution, only part of the desktop will appear on the screen. You can view the "lost" area by scrolling to it.
- If you use the display hot key (Fn + F5) to change the display output with the **LCD Display Stretch** option enabled and the Display area (resolution) set to 640 x 480 or 800 x 600, the image on the internal display panel may appear stretched.

NOTE The Windows® XP operating system by default does not display resolutions below 800 x 600. To display the 640 x 480 resolution, you may need to click the **Settings** tab in the Display Properties window, click **Advanced**, click the **Adapter** tab, click **List all modes**.

Connecting an optional external diskette drive

You can attach an optional external USB diskette drive to use diskettes with your computer. These drives hold 3.5-inch diskettes.



Sample external USB diskette drive

To connect an external USB diskette drive, connect the drive's cable to one of the computer's USB ports.

Using an external keyboard

If you prefer to use a full-size keyboard, you can attach one to your computer provided that the keyboard is USB-compatible.

To connect a keyboard, attach its cable to one of the computer's USB ports. You can do this after you turn on the computer.

NOTE The Fn emulation key is not supported when using a USB keyboard.

Turning off the computer

It is a good idea to turn off your computer when you are not using it for a while.

If you are using the computer for the first time, leave the computer plugged into a power source (even though the computer is off) to fully charge the main battery. When the main battery light glows green, the battery is fully charged.

When you power down the computer, you have three options to choose from: Turn Off (or Shut down), Hibernate and Standby. Each option has its advantages.

- Use the Turn Off command if you are using the Windows® XP Professional operating system when not connected to a domain server.
- Use the Shut down command if you are using the Windows® XP Professional operating system and connected to a domain server.
- If you have work in progress and are not connected to a network, use the Windows® Standby or Hibernate commands to save your system settings to memory so that, when you turn on the computer again, you will automatically return to where you left off.

- To leave the computer off for a longer period, you can use the Windows® Turn Off command when not connected to a domain server or the Shut down command when connected to a domain server instead.

CAUTION Never turn off the computer while any drive is in use. Doing so may damage the media in use and result in loss of data.

For more information, see "Powering down the computer" on page 86.

Caring for your computer

This section gives tips on cleaning and moving your computer, and explains how to fit an antitheft lock. For information about taking care of your computer's battery, see "Running the computer on battery power" on page 105.

Cleaning the computer

To keep your computer clean, gently wipe the display panel and exterior case with a lightly dampened cloth. Ask your Toshiba dealer for suggestions for appropriate cleaning products.

⚠ CAUTION Keep liquid, including cleaning fluid, out of the computer's keyboard, speaker grille, and other openings. Never spray cleaner directly onto the computer. Never use harsh or caustic chemical products to clean the computer.

Moving the computer

Before moving your computer, even across the room, make sure all disk activity has ended (the optical drive lights stop glowing) and all external peripheral cables are disconnected.

CAUTION Never pick up the computer by its display panel or by the back (where the ports are located).

Although your notebook computer is built to withstand reasonable shock and vibration, transport it in a carrying case for long trips. You can purchase a carrying case from your Toshiba dealer or at Toshiba's Web site at toshiba.com.

Using a computer lock

You may want to secure your computer to a heavy object such as your desk. The easiest way to do this is to purchase an optional PORT-Noteworthy® computer lock cable.

PORT-Noteworthy® computer lock cable

To secure the computer:

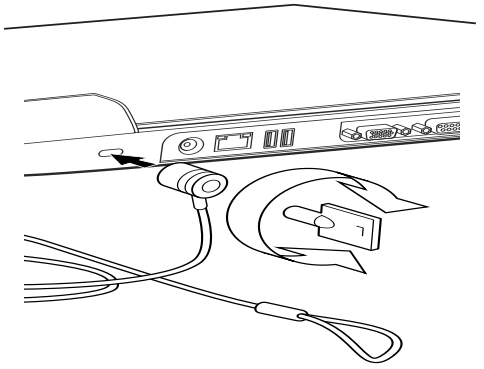
1. Loop the cable through or around some part of a heavy object.

   Make sure there is no way for a potential thief to slip the cable off the object.

2. Pass the locking end through the loop.

3. Insert the cable's locking end into the security lock slot, then rotate the key a quarter turn and remove it.

The computer is now securely locked to deter computer theft.



Locking the computer

Chapter 2

Learning the Basics

This chapter lists some computing tips and provides important information about basic features.

Computing tips

- Save your work frequently.

  Your work temporarily stays in the computer's memory until you save it to the disk. You will lose all unsaved work, if, for example, a system error occurs and you must restart your computer, or your battery runs out of charge while you are working. Your computer can be configured to warn you when the battery is running low. See "Setting battery alarms" on page 112.

HINT: Some programs have an automatic save feature which you can turn on. This feature saves your file to the hard disk at preset intervals. See your software documentation for details.

- Back up your files to storage media on a regular basis. Label the backup copies clearly and store them in a safe place.

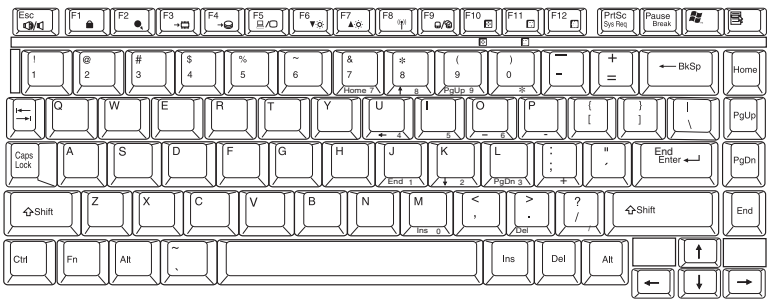
  If your hard disk suddenly fails, you may lose all the data on it unless you have a separate backup copy.

- Use Error-Checking and Disk Defragmenter regularly to conserve disk space and help your computer perform at its optimal level. Consult your Windows® XP operating system documentation for more information on these and other utilities.

- Always use the proper procedure to turn off the computer. (See "Powering down the computer" on page 86.)

CAUTION The operating system records information, such as your desktop setup, during its shut down procedure. If you do not let the operating system shut down normally, details such as new icon positions may be lost.

Using the keyboard



Sample keyboard

Character keys

Typing with the character keys is very much like typing on a typewriter, except that:

- The spacebar creates a space character instead of just passing over an area of the page.
- The lowercase l (el) and the number 1 are not interchangeable.
- The uppercase letter O and the number 0 are not interchangeable.
- The Caps Lock key changes only the alphabet keys to upper case — the number and symbol keys are not affected. The caps lock light on the keyboard indicator panel illuminates when you press the Caps Lock key.

Ctrl, Fn, and Alt keys

Ctrl, Fn and Alt keys

The Ctrl, Fn, and Alt keys do different things depending on the program you are using. For more information, see your program documentation.

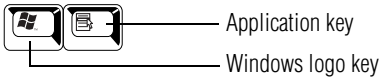
Function keys

The function keys (not to be confused with the Fn key) are the 12 keys at the top of the keyboard.

Function keys

F1 through F12 are called function keys because they run programmed functions when you press them. Used in combination with the Fn key, function keys marked with icons run specific functions on the computer.

Windows® special keys

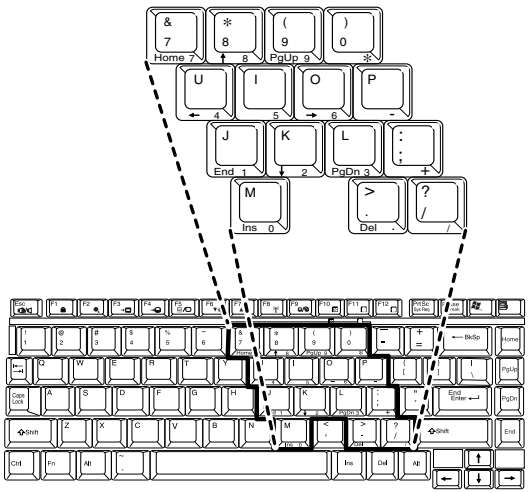


Windows® special keys

The keyboard provides two keys that have special functions in the operating system:

- The Windows® logo key opens the Start menu.
- The Application key has the same function as the secondary TouchPad control button (or secondary mouse button).

Overlay keys



Keyboard overlay keys

The keys with numbers and symbols on the front of them form the numeric and cursor overlay. This overlay lets you enter numeric data or control the cursor as you would using the ten-key keypad on a desktop computer's keyboard.

Using the numeric keypad overlay

To turn on the numeric keypad overlay, press Fn and F11 simultaneously. The numeric mode light on the keyboard indicator panel glows when the numeric overlay is on.

You can still use the overlay keys to type alphabetic characters while the numeric overlay is on. To do so:

- For lowercase letters, hold down Fn while you type the letters.
- For uppercase letters, hold down both Fn and Shift while you type the letters.

To use the cursor control overlay when the numeric overlay is on, press and hold down Shift while you use the cursor control keys. To return to the numeric overlay, release Shift.

To turn off the numeric keypad overlay, hold down the Fn key and press F11 again. The numeric mode light on the keyboard indicator panel goes out.

Using the cursor control overlay

To turn on the cursor control overlay, press Fn and F10 simultaneously. The cursor control mode light on the keyboard indicator panel glows when the cursor control overlay is on.

To type alphabetic characters while the overlay is on:

- For lowercase letters, hold down Fn while you type the letters.
- For uppercase letters, hold down both Fn and Shift while you type the letters.

To use the numeric keypad overlay when the cursor control overlay is on, hold down Shift while you use the numeric overlay keys. To return to the cursor control overlay, release Shift.

To turn off the cursor control overlay, hold down the Fn key and press F10 again. The cursor control mode light on the keyboard indicator panel goes out.

Emulating a full-size keyboard

Although the computer's keyboard layout is compatible with a standard full-size keyboard, it has fewer keys.

Pressing the Fn key simultaneously in combination with one of the specially marked keys allows you to emulate a full-size keyboard. For further information and instructions, see "Hot Keys" on page 220.

NOTE The Fn emulation key is not supported when using a USB keyboard.

Starting a program

The easiest way to start a program is to double-click the name of the file that contains the information you want to work on. To find the file, use My Computer or Windows Explorer.

If you prefer to open the program first, you have four options:

- Double-click the program icon on your desktop
- Use the Start menu
- Use Windows Explorer to locate the program file
- Use the Run dialog box

The Windows® XP operating system tutorial chapter gives step-by-step instructions for starting a program from the Start menu. See "Lesson 6: Starting programs" on page 131.

Saving your work

Before you turn off the computer, save your work to the hard disk drive.

NOTE Always save your data even when you are using Standby mode. If your battery fully discharges, your information will be lost. Your computer can be configured to warn you when the battery is running low. See "Setting battery alarms" on page 112.

Many programs offer a feature that saves documents at regular intervals, such as every 15 minutes. Check your programs' documentation to see whether they have an automatic save feature.

To save:

- A file you are updating, open the program's **File** menu and click **Save**.
- A new file, choose **Save As** from the **File** menu, type a name for the file, and click **OK**.

HINT: To make another copy of the file you are currently working with, choose Save As from the File menu and give the new file a different name.

For information on how to name a file, see "Windows® XP file system" on page 123.

Printing your work

Verify that the Windows® XP operating system is set up for your printer as described in "Setting up a printer" on page 51.

TECHNICAL NOTE: You only need to set up the printer the first time you connect it. If you use more than one printer or are changing printers, you will need to set up the operating system to run with the additional printer(s).

To print a file:

1. If your printer is not on, turn it on now.
2. In the **File** menu of your program, click **Print**.

   The program displays a Print dialog box.
3. Click **OK** to print.

Backing up your files

Backing up your files means copying individual files to media, such as CD. Or copying entire sections of your hard disk to another device such as a tape drive or to your network partition.

To back up to a CD, optional diskette drive or other media:

1. Insert the media into the appropriate drive.
2. Click **Start**, then click **My Computer.**
3. Double-click the drive that contains the file you want to copy.

4 Double-click the folder that contains the file, then click the file you want to copy.

HINT: You can use the Ctrl or Shift keys to select more than one file. To select multiple consecutive files, hold down the Shift key and click the first and then the last file (all files within that range will be highlighted). To select non-consecutive files, hold down the Ctrl key and click the individual files you want to select.

5 Right-click, select **File**, then click **Send To**.

6 Click the icon for the destination device.

HINT: You can also back up a file to a diskette by clicking the file (or files) you want to backup with the secondary button, then pointing to Send To and clicking **3 1/2 Floppy (A:)**.

Using the DVD-ROM or multi-function drive

Optical storage has become the preferred medium for software, music, and video. Digital versatile discs (DVDs) provide a significant increase in data storage and support features that are not available on any other video platform. These features include wide-screen movies, multiple language tracks, digital surround sound, multiple camera angles, and interactive menus.

For these reasons, your computer may come with a DVD-ROM or multi-function drive.

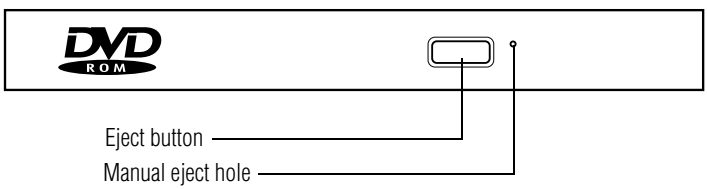
TECHNICAL NOTE: Your DVD-ROM or multi-function drive is set to play region 1 (North America) DVD-ROMs. If you play a DVD disc from another region, the drive will automatically change to play in the format of the other region. The drive will allow you to change regions four times. On the fourth change, the region will be "locked in." That is, the drive will only play DVDs from that last region. Note that changing from region 1 to region 2 and back to region 1 is counted as two changes.

NOTE For optimum DVD performance, it is recommended that you play DVDs while running the computer on AC power.

You use CD-ROMs to load and run software, and to access reference material such as catalogs, as well as listen to music. A special feature allows you to play audio CDs even when the computer is turned off.

DVD-ROM drive components

Your DVD-ROM drive may look like this:



Sample DVD-ROM drive

CAUTION Do not press the eject button or turn off the computer while the Drive in-use indicator light is glowing. Doing so could damage the disc or the drive.

When the disc tray is open, be careful not to touch the lens or the area around it. Doing so could cause the drive to malfunction.

The eject button requires power to operate. The manual eject button does not require power.

CAUTION Never use a pencil to press the manual eject button. Pencil lead can break off inside the computer and damage it. Instead, use a slim object such as a straightened paper clip.

Inserting a disc

WARNING Before playing an audio CD, turn the volume down. Playing the compact disc at maximum volume could damage your ears. To turn the volume down, access the Volume Control program (click **Start**, **All Programs**, **Accessories**, **Entertainment**, **Volume Control**).

1 If the computer is turned on, press the eject button on the DVD-ROM drive.

The disc tray partially opens.

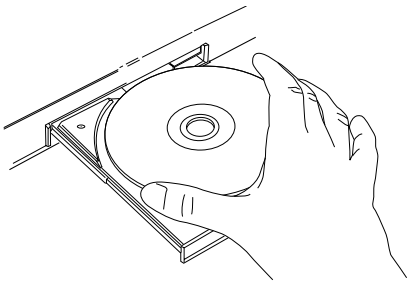
CAUTION To avoid damaging a disc or losing data, check that the optical drive light is off before opening the disc tray.

2 Grasp the disc tray and pull it fully open.

3 Hold the disc by its edges and check that it is clean and free of dust.

CAUTION Handle discs carefully. Avoid touching the surface of the disc. Grasp it by its center hole and edge. If you handle the disc incorrectly, you could lose data.

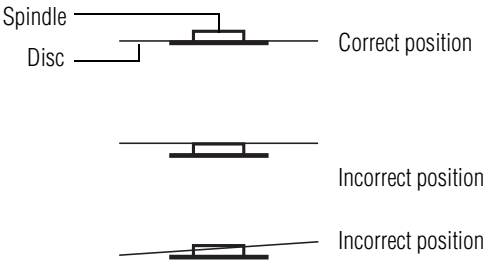
4 Carefully place the disc in the empty tray with its label facing up.



Inserting a disc

CAUTION Be careful not to touch the drive's lens (located underneath the drive's spindle) or the area around it. Doing so could cause the drive to malfunction.

5 Gently press the center of the disc onto the spindle until it locks into place.



Positioning the disc on the spindle

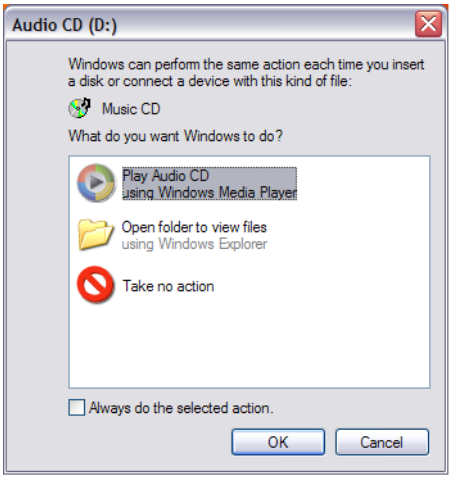
CAUTION Make sure the disc is properly positioned on the spindle. If you position the disc incorrectly, it can jam the disc tray.

6 Close the disc tray by pressing gently on the center of the tray until it clicks indicating that it is locked.

Playing an audio CD

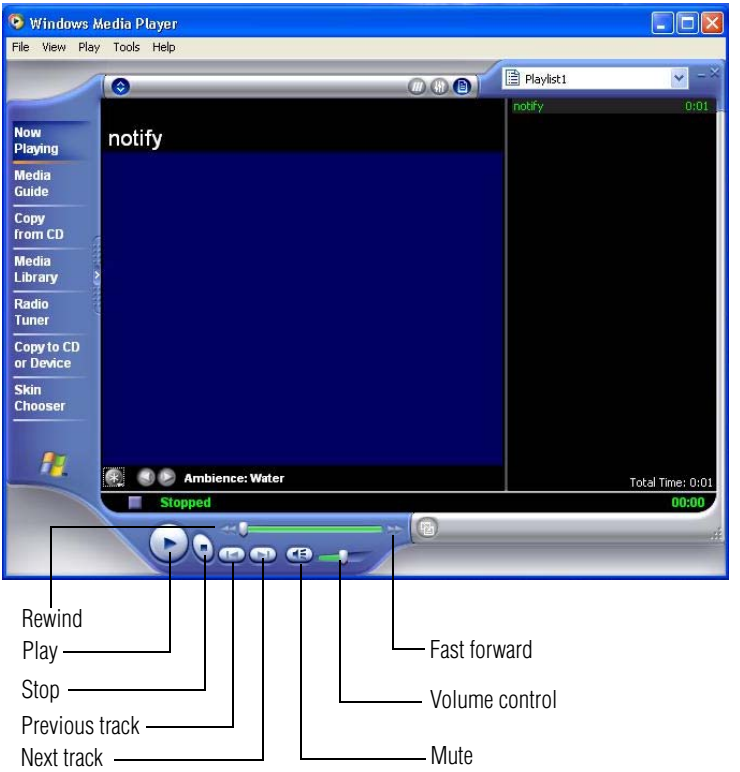
Insert an audio CD and close the disc tray.

The computer automatically detects a disc in the drive and opens the Audio CD window. To play an audio CD select the **Play Audio CD using Windows Media Player** option and click **OK**.


Audio CD (D:)
Windows can perform the same action each time you insert a disk or connect a device with this kind of file:
Music CD
What do you want Windows to do?
Play Audio CD using Windows Media Player
Open folder to view files using Windows Explorer
Take no action
Always do the selected action.
OK
Cancel

Sample Audio CD window

The Windows Media Player window appears.



Sample Windows Media™ Player window

The Windows Media™ Player control panel works much like an ordinary compact disc player:

- To play the CD or to pause, click the **Play/Pause** button on the CD Player control panel.
- To stop the CD, click the **Stop** button.

Viewing the contents of a CD or DVD

CDs and DVDs contain files just like the hard disk. CDs are often used to install software or store files that require lots of space, such as photographs and large presentation files. You

can use Explorer or My Computer to view the contents of any CD or DVD.

Removing a disc with the computer on

CAUTION Never press the eject button or turn off the computer while the drive-in-use light is glowing. Doing so could damage the disk or the drive.

1. Locate and press the eject button.

   The disc tray partially opens.

2. Grasp the sides of the disc tray and pull it fully open.
3. Remove the disc from the disc tray and place it in its protective cover.

CAUTION If the disc is spinning when you open the disc tray, wait for the disc to stop before removing it.

4. Close the disc tray by pressing gently on the center of the tray until it clicks indicating that it is locked.

Removing a disc with the computer off

1. Insert a slender object, such as a straightened paper clip, into the manual eject button access hole.

CAUTION Never use a pencil to press the manual eject button. Pencil lead can break off inside the computer and damage it.

2. Pull the tray fully open, remove the disc and place it in its protective cover.

3 Close the disc tray by pressing gently on the center of the tray until it clicks, indicating that it is locked.

Caring for CDs and DVDs

- Store your discs in their original containers to protect them from scratches and keep them clean.
- Never bend a disc or place heavy objects on top of it.
- Hold a disc by its outside edge. Fingerprints on the surface of a compact disc can prevent the drive from reading the data properly.
- Avoid exposing discs to direct sunlight or extreme heat or cold.
- To clean a disc, wipe it from the center outwards (not in a circle) with a clean, dry cloth. If necessary, moisten the cloth with water or a neutral cleaner (not benzine or rubbing alcohol). Let the disc dry completely before inserting it in the drive.

Setting up for communications

To communicate across the telephone lines with another computer, you need:

- The computer's modem
- A telephone line
- An Internet Service Provider (ISP)

To connect to the Internet, you need a Web browser, such as Microsoft® Internet Explorer.

Connecting the modem to a phone line

Your computer comes with a built-in modem. To use the modem, you must connect it to a standard voice-grade RJ-11 telephone line.

NOTE For more information regarding your computer's modem, visit Toshiba's Web site at toshiba.com.

1. Attach one end of a standard RJ-11 telephone cable to the modem port.

   The modem port on the right side of the computer.

2. Plug the other end of the RJ-11 telephone cable into the modular jack of a standard voice-grade telephone line.

Connecting your computer to a network

You can connect your computer to a network remotely, using the built-in modem and a dial-up connection. For specific information about connecting to the local area network (LAN) or wide area network (WAN), consult your network administrator.

To use a dial-up connection, have your network administrator configure your computer for the network and supply you with the telephone number for the dial-up connection. To set up the network connection, use the Dial-Up Networking Wizard:

1. Click **Start** and point to **All Programs**.
2. Point to **Accessories**, then to **Communications**.
3. Click **Network Setup Wizard** or **Network Connections**.
4. Enter the phone number of your network connection and let the program dial the number.

   The computer connects with the network.

Powering down the computer

NOTE Pushing the power button before shutting down the Windows® operating system could cause you to lose your work. Make sure the system indicator panel's disk light and the drive-in-use light are off. If you turn off the power while a disk is being accessed, you may lose data or damage the disk and/or drive.

When you power down the computer, you have three options to choose from: Turn Off (or Shut down), Standby and Hibernation.

TECHNICAL NOTES: Before using any of these options to power down your computer, save your files and make sure the diskette drive and optical drive lights are off.

If you change your mind and decide to continue working after all, wait a few seconds before turning the computer on again.

Turn Off or Shut down command

The Turn Off or Shut down commands power off the computer. The Windows® XP Professional operating system uses the Turn Off command if you are not connected to a Windows® domain server. The Windows® XP Professional operating system uses the Shut down command if you are a member of a domain.

Factors to consider when choosing Turn Off or Shut down:

- No power is used while the computer is turned off. This is the most efficient mode if you will be away from your computer for an extended time.
- Restarting from Turn Off or Shut down uses the most time and battery power.

- When starting up again, the system does not automatically open the programs and files you were previously using.

Restart command

Restart is the same as Turn Off or Shut down but automatically powers up the computer. Use it when you need to reload the operating system, for example to activate changes to system settings.

Hibernation command

The Hibernation command shuts the computer down completely, but it first saves the current state of the computer to the hard disk. Since Hibernation mode does not require power to maintain the saved information, the system settings are retained indefinitely. Restoring information from the hard disk takes longer than restoring it from memory. When you start up again, the computer runs a self-test, loads the operating system, and then returns to the state in which you left it.

Factors when choosing Hibernation mode:

- While in Hibernation mode, the computer uses no battery power.
- Because the state of the system is held on the hard disk, no data is lost if the battery discharges.
- Restarting from Hibernation mode uses less time and battery power than restarting from Turn Off.
- Restarting from Hibernation mode uses a little more time and battery power than restarting from Standby because information is being retrieved from the hard disk instead of memory.
- When starting up again, the computer returns to the state in which you left it, including all open programs and files you were using.

For more information about the Hibernation command, see "Using Hibernation" on page 93. For information about going into Hibernation mode more quickly, see "Going into Hibernation mode more quickly" on page 96.

Standby command

Standby puts the computer into a power-saving mode. Standby holds the current state of the computer in memory so that, when you restart the computer, you can continue working from where you left off.

Factors when choosing Standby:

- While in Standby mode, the computer uses some battery power. The battery will eventually discharge in Standby mode. If the battery discharges, your data will be lost if you do not save your work before entering Standby mode.
- Restarting from Standby mode uses less time and battery power than restarting from Turn Off or Hibernation mode.
- When starting up again, the computer returns to the mode in which you left it, including all open programs and files you were using.

NOTE If you power down using Standby and the battery discharges fully, your information will be lost. Be sure to save your work first.

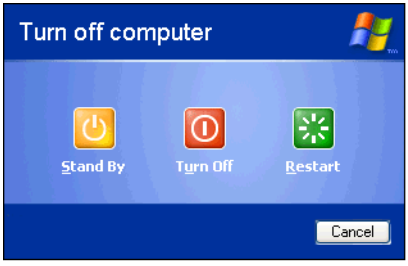
For more information about the Standby, see "Using Standby" on page 100. For information about going into Standby mode more quickly, see "Going into Standby mode more quickly" on page 101.

Using Turn Off or Shut down

If you are using the Windows® XP Pro operating system and are not a member of a domain, power off the computer as follows:

1 Click **Start**, **Turn off computer**.

The Turn off computer window appears.



Sample Turn off computer window

2 Click **Turn Off**.

The computer turns itself off.

If you are using the Windows® XP Pro operating system and are a member of a domain, power off the computer as follows:

1 Click the **Start** button, then **Shut down**.

The Shut Down window appears.

Sample Shut down computer window

2 Select **Shut down** from the drop-down list.

3 Click **OK**.

The computer turns itself off.

NOTE Holding *Shift* while the Turn Off computer Windows dialog box is open, changes the Standby button to hibernate. For more information about setting up hibernation, see "Hibernation command" on page 87 and "Using Hibernation" on page 93.

Turning off or shutting down more quickly

In addition to the method described above, you can turn off or shut down the computer by pressing the power button.

To do so, you must preset the mode.

1 Click **Start**, **Control Panel.**

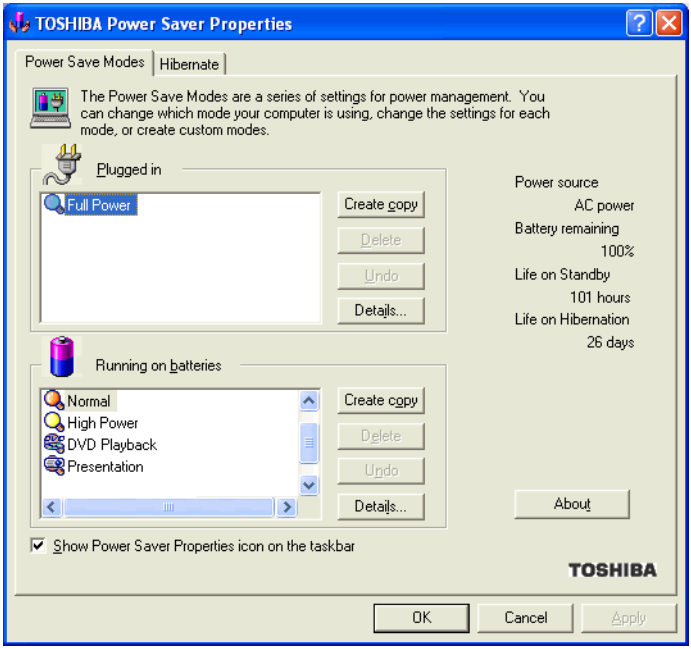
The Control Panel window appears.

2 Click **Performance and Maintenance**.

3 Double-click the **Toshiba Power Saver** icon.

The TOSHIBA Power Saver Properties window appears.

You can also access the TOSHIBA Power Saver Properties window by using the TOSHIBA Console. See "TOSHIBA Console" on page 181.

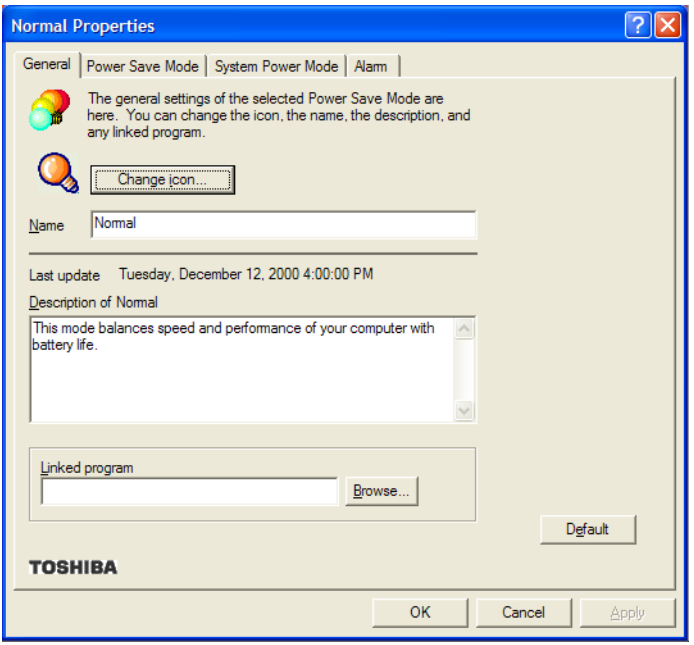


Sample TOSHIBA Power Saver Properties window

4 Select the listed power option you desire—for example, **Normal** in the "Running on batteries" section.

5 Click **Details** in the same section as the power option you selected. If you selected **Normal**, you would click **Details** in the "Running on batteries" section.

The properties window for the option you selected appears. If you selected the **Normal** option, the Normal Properties window appears.



Sample Normal Power Properties window

6 Click the **System Power Mode** tab.

7 Select **Power Off** for the options you want:

- **When I press the power button**

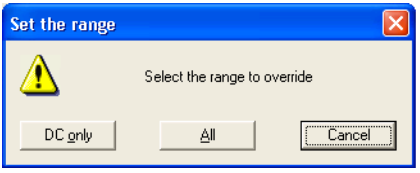
  Set this option to power off if you want the computer to turn off when you press the power button.

- **When I close the lid**

  Set this option to power off if you want the computer to turn off when you close the display panel.

8 Click **Override all Modes with settings here**.

The Set the range window appears.



Sample Set the range window with DC only option

9 Do one of the following:

- Click **DC only** if you want the settings to apply only when you are using battery power.
- Click **All** for the settings to apply whether you are using battery power or outlet power.

10 Click **OK** to close the Normal Power Properties window.

11 Click **OK** to close the TOSHIBA Power Saver Properties window, then close the Control Panel.

Starting again after Turn Off or Shut down

To start the computer up again, press and release the power button. The on/off light turns on.

Using Hibernation

When Hibernation is enabled, you can put the computer into Hibernation in more than one way.

Enabling the Hibernation command

Hibernation enabled is a default setting. If it should become disabled, you can enable it as follows:

1 Click **Start**, **Control Panel**.

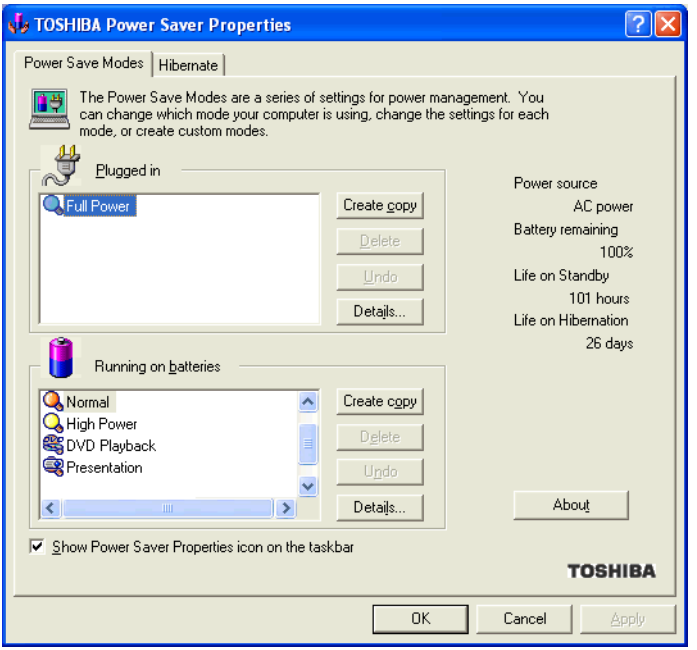
The Control Panel window appears.

2 Click **Performance and Maintenance**.

3 Double-click the **Toshiba Power Saver** icon.

The TOSHIBA Power Saver Properties window appears.

You can also access the TOSHIBA Power Saver Properties window by using the TOSHIBA Console. See "TOSHIBA Console" on page 181.



Sample TOSHIBA Power Saver Properties window

4 Click the **Hibernate** tab, then click the **Enable hibernate support** check box.

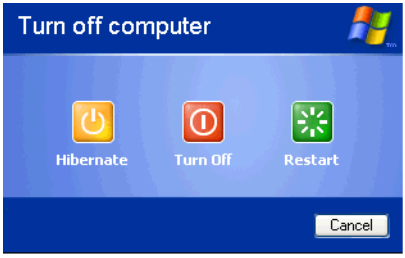
5 Click **OK** to close the TOSHIBA Power Saver Properties window, then close the Control Panel.

Going into Hibernation mode

If you are using the Windows® XP Pro operating system and are not a member of a domain, power off the computer using the Hibernation command as follows:

1 Click **Start**, **Turn off computer**.

The Turn off computer window appears.



Sample Turn off computer window with shift key held down to show Hibernate option

2 Hold down the shift key and click **Hibernate** ("Hibernate" only appears when the shift key is pressed).

The computer saves the state of the system, including all open programs and files, to the hard disk. Then the computer turns itself off.

If you are using the Windows® XP Pro operating system and are a member of a domain, power off the computer using Hibernation as follows:

1 Click **Start**, **Shut Down**.

The Shut Down window appears.

Sample Hibernate computer window

2 Select **Hibernate** from the drop-down list of options.

3 Click **OK**.

The computer saves the state of the system, including all open programs and files, to the hard disk. Then the computer turns itself off.

Going into Hibernation mode more quickly

You can also put the computer into Hibernation mode in the following ways:

- By pressing the hotkey combination Fn + F4.

  See "Hibernation mode" on page 224.

- By pressing the power button
- By closing the display panel

To put the computer into Hibernation mode by pressing the power button and/or closing the display, you must preset the mode:

1 Click **Start**, **Control Panel**.

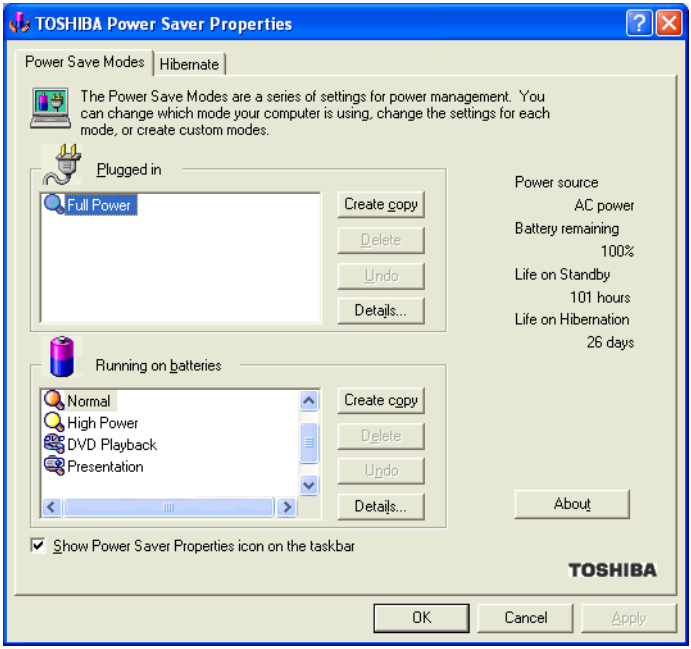
The Control Panel window appears.

2 Click **Performance and Maintenance**.

3 Double-click the **Toshiba Power Saver** icon.

The TOSHIBA Power Saver Properties window appears.

You can also access the TOSHIBA Power Saver Properties window by using the TOSHIBA Console. See "TOSHIBA Console" on page 181.

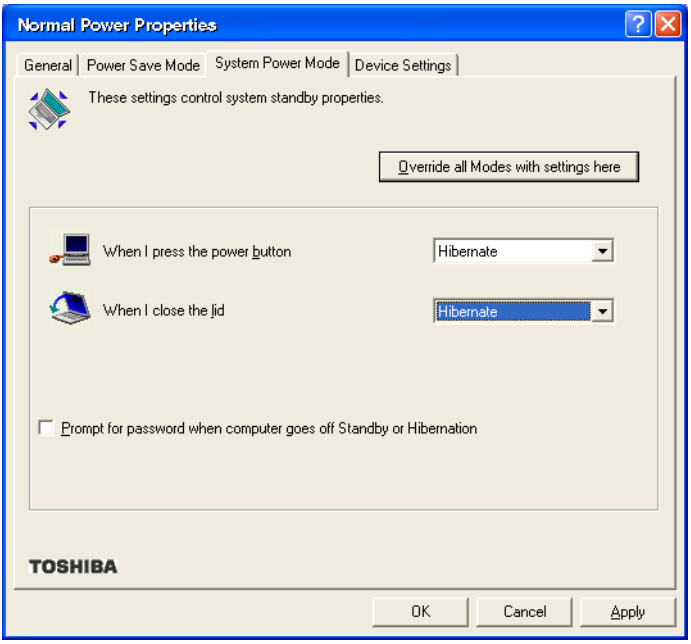


Sample TOSHIBA Power Saver Properties window

4 In the Running on batteries area, click the **Details** button.

The Normal Power Properties window appears.

5 Click the **System Power Mode** tab.



Sample Normal Power Properties window

6 Select **Hibernation** for the options you want:

- **When I press the power button**

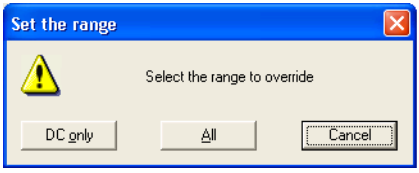
  Set this option to Hibernation so that the computer will go into Hibernation mode when you press the power button.

- **When I close the lid**

  Set this option to Hibernation so that the computer will go into Hibernation mode when you close the display panel.

7 Click **Override all Modes with settings here**.

The Set the range window appears.



Sample Set the range window with DC only option

8 Do one of the following:

- Click **DC only** if you want the settings to apply only when you are using battery power.
- Click **All** for the settings to apply whether you are using battery power or outlet power.

9 Click **OK** to close the Normal Power Properties window.

10 Click **OK** to close the TOSHIBA Power Saver Properties window, then close the Control Panel.

Starting again from Hibernation mode

To start the computer from Hibernation mode, press and release the power button. The computer returns to the screen you were using.

If you put the computer in Hibernation mode by closing the display panel, you can start it again by opening the display panel.

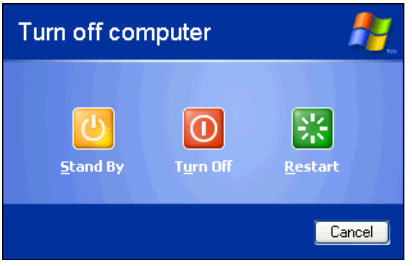
NOTE If your computer is running on batteries, you cannot start it again by opening the display panel. To turn the system back on, press the power button.

Using Standby

If you are using the Windows® XP Pro operating system and are not a member of a domain, power off the computer using the Standby command as follows:

1 Click **Start**, **Turn off computer**.

The Turn off computer window appears.



Sample Turn off computer window

2 Click **Stand By**.

The computer saves the state of all open programs and files to memory, turns off the display, and goes into a low-power mode. The on/off light blinks amber indicating the machine is in Standby mode.

If you are using the Windows® XP Pro operating system and are a member of a domain, power off the computer using the Standby command as follows:

1 Click **Start**, then **Shut down**.

The Shut Down window appears.

Sample Stand by window

2 Select **Stand by** from the drop-down list of options.

3 Click **OK**.

The computer saves the state of all open programs and files to memory, turns off the display, and goes into a low-power mode. The on/off light blinks amber to indicate the machine is in Standby mode.

NOTE If you power down using the Standby command and the battery discharges fully, your information will be lost. Be sure to save your work often.

Going into Standby mode more quickly

You can also put the computer into Standby mode in three ways:

- By pressing the hot key combination Fn + F3.

  See "Standby mode" on page 223.

- By pressing the power button
- By closing the display panel

To put the computer into Standby mode when you press the power button or close the display panel, you must preset the mode:

1 Click **Start**, **Control Panel.**

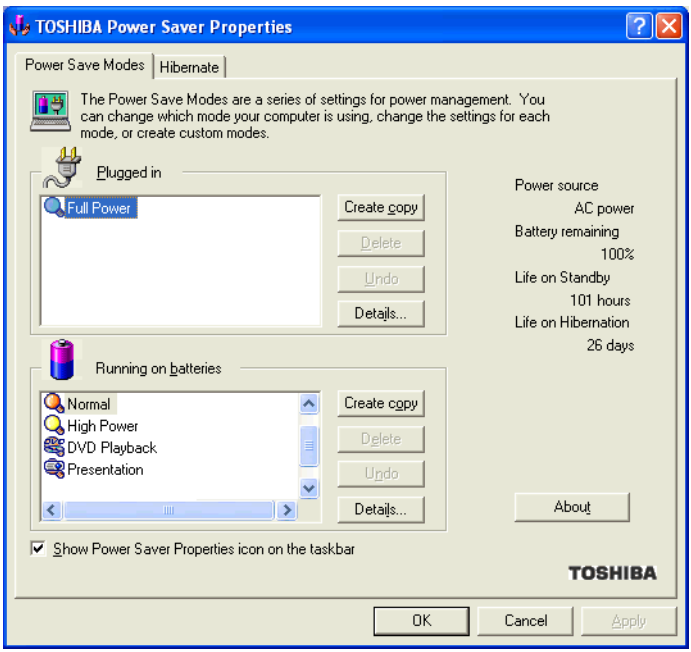
The Control Panel window appears

2 Click **Performance and Maintenance**.

3 Double-click the **Toshiba Power Saver** icon.

The TOSHIBA Power Saver Properties window appears.

You can also access the TOSHIBA Power Saver Properties window by using the TOSHIBA Console. See "TOSHIBA Console" on page 181.

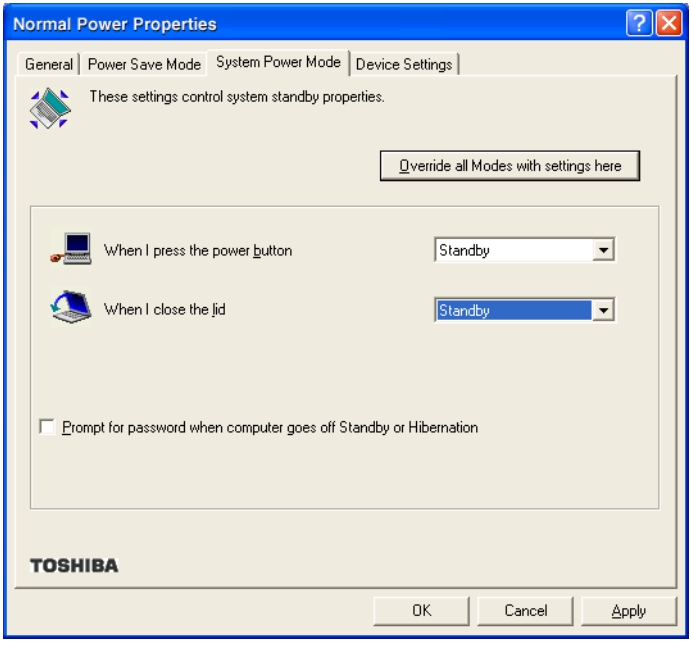


Sample TOSHIBA Power Saver Properties window

4 Click **Details** in the Running on batteries section.

The Normal Power Properties window appears.

5 Click the **System Power Mode** tab.



Sample Normal Power Properties window

6 Select **Standby** for the options you want:

- **When I press the power button**

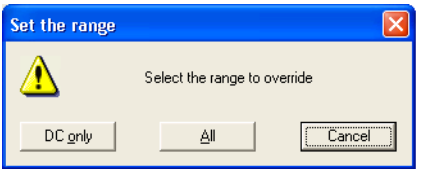
  Set this option to Standby so that the computer will go into Standby mode when you press the power button.

- **When I close the lid**

  Set this option to Standby so that the computer will go into Standby mode when you close the display panel.

7 Click **Override all Modes with settings here**.

The Set the range window appears.



Sample Set the range window with DC only option

8 Do one of the following:

- Click **DC only** for the settings to apply only when you are using battery power.
- Click **All** for the settings to apply whether you are using battery power or outlet power.

9 Click **OK** to close the Normal Power Properties window.

10 Click **OK** to close the TOSHIBA Power Saver Properties window, then close the Control Panel.

Starting again from Standby

To start the computer from Standby mode, press the power button. The computer returns to the screen you were using.

If you put the computer in Standby mode by closing the display panel, you can start it again by opening the display panel.

Chapter 3

Mobile Computing

This chapter covers all aspects of using your computer while traveling.

Toshiba's energy-saver design

Your computer enters a low-power standby mode when it is not being used, thereby conserving energy and saving money in the process. It has a number of other features that enhance its energy efficiency.

Many of these energy-saving features have been set by Toshiba. We recommend you leave these features active, allowing your computer to operate at its maximum energy efficiency, so that you can use it for longer periods while traveling.

Running the computer on battery power

The computer contains a removable Lithium-Ion (Li-Ion) high-capacity battery that provides power when you are away from an AC outlet. You can recharge it many times.

Battery Notice

Battery life may vary depending on applications, power management settings and features utilized. Recharge time varies depending on usage. The battery may not charge while the computer is consuming full power.

After a period of time, the battery will lose its ability to perform at maximum capacity and will need to be replaced. This is normal for all batteries. To purchase a new battery pack, visit the Toshiba Web site at: toshiba.com.

To ensure that the battery maintains its maximum capacity, operate the computer on battery power at least once a month until the battery is fully discharged. Please see "Maximizing battery life" on page 117 for procedures. If the computer is continuously operated on AC power, either through an AC adapter or a docking station for an extended period, more than a month, the battery may fail to retain a charge. It may not function efficiently over the expected life of the battery and the battery light may not indicate a low-battery condition.

In addition, the computer has an internal real-time clock (RTC) battery. The RTC battery powers the RTC memory, which stores your system configuration settings and the current time and date for up to a month while the computer is turned off.

NOTE For optimum DVD performance, Toshiba recommends that you play DVDs while running on AC power rather than on battery power.

Power management

Your computer ships with the power management options preset to a configuration that will provide the most stable operating environment and optimum system performance for both AC power and battery modes.

CAUTION Changes to these settings may result in system performance or stability issues. Users who are not completely familiar with the power management component of the system should use the preset configuration. For assistance with setup changes, contact Toshiba's InTouch Center.

Charging the batteries

NOTE Battery charge time may vary depending on the applications, power management settings, and features used.

The battery needs to be charged before you can use it to power the computer.

CAUTION Never leave batteries in the battery charger for more than a week at a time. Doing so may reduce the potential charge of the battery.

Use only battery chargers designed to work with your notebook computer. You can order a Toshiba battery charger from Toshiba's Web site at toshiba.com.

Charging the main battery

To charge the battery, plug the computer into a live wall outlet. It takes several hours to charge the battery with the computer off. It takes much longer to charge the battery while the computer is on.

TECHNICAL NOTE: The battery does not charge while the computer is consuming full power.

The battery may not start charging immediately if:

- The battery is extremely hot or cold.

  To ensure that the battery charges to its full capacity, wait until it reaches room temperature (50 to 80 degrees Fahrenheit, 10 to 26 degrees Celsius).

- The battery is almost completely discharged.

  Leave the power connected, and the battery should begin charging after a few minutes.

HINT: Once the battery is fully charged, we recommend that you operate your computer on battery power until the battery discharges completely. Doing this extends battery life and helps ensure accurate monitoring of battery capacity.

Charging the RTC battery

Your computer has an internal real-time clock (RTC) battery. The RTC battery powers the System Time Clock and BIOS memory used to store your computer's configuration settings. When fully charged it maintains this information for up to a month when the computer is powered off.

The RTC battery may have become completely discharged while your computer was shipped, resulting in the following error message during startup:

```
BAD RTC BATTERY
BAD CHECKSUM (CMOS)
CHECK SYSTEM
```

To recharge the RTC battery, connect the computer and leave it powered on for 24 hours.

CAUTION The computer's RTC battery is a Lithium-Ion (Li-Ion) battery and should be replaced only by your dealer or by a Toshiba service representative. The battery can explode if not properly replaced, used, handled or disposed of. Dispose of the battery as required by local ordinances or regulations.

NOTE It is seldom necessary to charge the RTC battery because it charges while the computer is on. If the RTC battery is low, the real-time clock and calendar may display the incorrect time and date or stop working.

When Hibernation mode is enabled and the RTC battery is completely discharged, a warning prompts you to reset the real-time clock.

The computer can be used while the RTC battery is being charged, although the charging status of the RTC battery cannot be monitored.

Monitoring battery power

The battery light indicates the battery's current charge. The indicator light:

- Glows green when the battery is fully charged
- Glows amber while the battery is being charged
- Does not glow if the external power source is disconnected or if the battery is completely discharged

Determining remaining battery power

NOTE Wait at least 16 seconds after turning on the computer before trying to monitor the remaining battery power. The computer needs this time to check the battery's remaining capacity and perform its calculations.

1. Click **Start**, then click **Control Panel**.

   The Control Panel opens.

2. Click **Performance and Maintenance**.

3. Click the **Toshiba Power Saver** icon.

   The TOSHIBA Power Saver Properties window appears.

You can also access the TOSHIBA Power Saver Properties window by using the TOSHIBA Console. See "TOSHIBA Console" on page 181.

4. Choose the **Power Save Modes** tab, then under the Running on Batteries section, click **Details**.

5. Click the **Power Save Mode** tab.

   The current power source and battery power remaining section displays the current charge state of the battery. The value displays as a percentage of remaining battery charge.

TECHNICAL NOTE: The computer drains the battery faster at low temperatures. Check your remaining charge frequently if you are working in temperatures below 50 degrees Fahrenheit.

The computer calculates the remaining battery charge based on your current rate of power use and other factors such as the age of the battery.

Conserving battery power

How long a fully charged battery lasts when you are using the computer depends on a number of factors, such as:

- How the computer is configured
- How much you use the display panel instead of an external monitor
- How much you use the hard disk and other drives
- Whether you use any optional devices to which the battery supplies power, such as a PC Card
- Where you are working—since operating time decreases at low temperatures

Toshiba's power-saving options greatly increase the length of time you can use the computer before it becomes necessary to recharge the battery.

Toshiba has combined these options into preset power usage modes.

What to do when the battery runs low

When the battery runs low you can:

- Plug the computer into an external power source and recharge the battery.
- Put the computer in Hibernate mode and replace the battery with a charged spare.
- Save your work and turn off the computer.

If you do not manage to do any of these things before the battery completely runs out of power, the computer automatically enters Hibernate mode and turns itself off. Hibernate mode keeps track of where you were so, when you turn on the power again, you can continue where you left off.

The computer stores the information on what you were doing until the battery runs out of power. If you have Hibernate mode enabled (the default), the computer copies the details of

your open programs and files to the hard disk before shutting down.

Setting battery alarms

Your computer can be configured to warn you when the battery is running low.

You can set multiple alarms. Each alarm can be set to alert you when a specified percentage of remaining battery power has been reached. You can set how the warning occurs: sound an alarm, display a message, both, or none. You can also set the computer to enter Standby mode or Hibernation mode, or to Turn Off or Shut down when the alarm goes off.

To set an alarm:

1. Click **Start**, then click **Control Panel**.

   The Control Panel window appears.

2. Click **Performance and Maintenance**.

3. Click the **Toshiba Power Saver** icon.

   The TOSHIBA Power Saver Properties window appears.

You can also access the TOSHIBA Power Saver Properties window by using the TOSHIBA Console. See "TOSHIBA Console" on page 181.

4. Choose the **Power Save Modes** tab, then under the Running on Batteries section, click **Details**.

5. Click the **Alarm** tab and set the alarm, as desired.

Changing the main battery

When your battery power is running low, you have two options—connect the computer to an AC power source or install a charged battery.

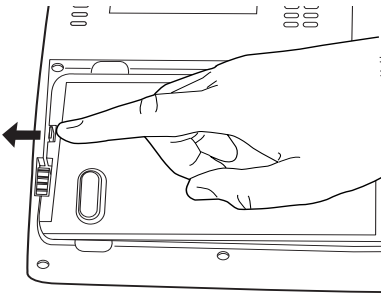
NOTE If your battery discharges fully, your information will be lost. Be sure to save your work often.

CAUTION When handling a battery, be careful not to drop it or short-circuit its terminals. Also, do not drop, hit or otherwise impact the battery. Do not scratch or break the casing and do not twist or bend the battery pack.

Do not remove the battery pack while the computer is in Standby mode. Data in memory will be lost.

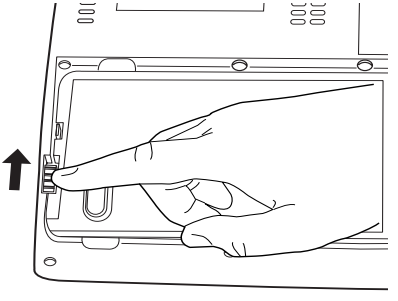
Removing the battery from the computer

1. Save your work.
2. Turn off the computer via the **Start** menu or place it in Hibernate mode according to the instructions in "Using Hibernation" on page 93.
3. Remove all cables connected to the computer.
4. Close the display panel and turn the computer upside down with the front side of the computer facing you.
5. Move the battery release lock to the left in order to move the battery release latch.



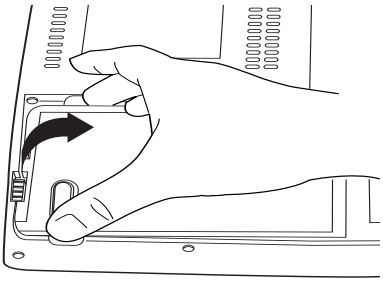
Releasing the battery lock

6 Slide the battery release latch towards the back of the computer.



Releasing the battery

7 While still holding the release latch in the open position lift the battery pack out of the computer.



Removing the battery

WARNING If the battery is leaking or its case is cracked, put on protective gloves to handle it, and discard it immediately following the advice in "Disposing of used batteries safely" on page 118.

CAUTION For environmental reasons, do not throw away a spent battery. Please return spent batteries to your Toshiba dealer.

Inserting the battery in the computer

Assuming you just removed the battery pack (see "Removing the battery from the computer" on page 113):

1. Place the battery pack in the battery compartment.
2. Ensure the battery release latch clicks into place.
3. Move the battery release lock to the right to lock the release latch.
4. Turn the computer right side up.
5. Reconnect the cables and turn on the computer.

Taking care of your battery

The following sections offer tips on how to take care of your battery and prolong its life.

Safety precautions

- If the battery pack produces an odor, overheats or changes color or shape while it is being used or charged, turn off the computer's power immediately and disconnect the power cord from the power socket. Carefully remove the battery pack from the computer.
- Do not try to disassemble a battery pack.
- Do not overcharge or reverse charge a battery. Overcharging will shorten its life, and reverse charging could damage it.
- Avoid touching the metal terminals of the battery with another metal object. Short-circuiting the battery can cause it to overheat and may cause damage to the battery or the computer.
- Do not incinerate a spent battery, as this could cause it to explode and release toxic materials.
- If a battery is leaking or damaged, replace it immediately. Use protective gloves when handling a damaged battery.
- To replace the main battery, use an identical battery that you can purchase through toshiba.com.
- A reverse polarity condition should be avoided with all batteries. The main battery is designed so that it cannot be installed in reverse polarity.
- Charge the battery only in the computer or in a battery charger designated as an approved option.
- When you install the battery pack, you should hear a click when it is seated properly.

- Do not expose the battery pack to fire. The battery pack could explode.

Maximizing battery life

To maximize the life of your battery pack:

- At least once a month, disconnect the computer from a power source and operate it on battery power until the battery pack fully discharges. Before doing so, follow the steps below:

  1. Turn off the computer's power.
  2. Disconnect the AC adapter and turn on the computer's power. If it does not turn on, go to step 4.
  3. Operate the computer on battery power for five minutes. If the battery pack has at least five minutes of operating time, continue operating until the battery pack is fully discharged. If the main battery light flashes or there is some other warning to indicate a low battery, go to step 4.
  4. Connect the AC adapter to the computer and the power cord to a power outlet. The DC-IN or AC power light should glow green, and the main battery light should glow amber to indicate that the battery pack is being charged. If the DC-IN or AC power-light indicator does not glow, power is not being supplied. Check the connections for the AC adapter and power cord.
  5. Charge the battery pack until the main battery light glows green.

- If you have extra battery packs, rotate their use.
- If you will not be using the system for an extended period, more than one month, remove the battery pack.
- Disconnect the AC adapter when the battery is fully charged. Overcharging makes the battery hot and shortens life.

- If you are not going to use the computer for more than eight hours, disconnect the AC adapter.
- Store spare battery packs in a cool dry place out of direct sunlight.

Disposing of used batteries safely

The life of a battery pack should last for years. When the battery pack needs replacing, the main battery light flashes amber shortly after you have fully recharged the battery.

You must discard a battery if it becomes damaged.

WARNING The computer's main battery is a Lithium-Ion (Li-Ion) battery, which can explode if not properly replaced, used, handled, or disposed of. Putting spent batteries in the trash is not only irresponsible, it may be illegal. Dispose of the battery as required by local ordinances or regulations.

Use only batteries recommended by Toshiba.

After repeated use, the batteries will finally lose their ability to hold a charge and you will need to replace them. Under federal, state and local laws, it may be illegal to dispose of old batteries by placing them in the trash.

Please be kind to our shared environment. Check with your local government authority for details regarding where to recycle old batteries or how to dispose of them properly. If you cannot find the information you need elsewhere, call Toshiba at: 1 (800) 457-7777.

Traveling tips

The environmental precautions listed in "Selecting a place to work" on page 37, also apply while traveling.

- Never leave your computer on a sunny ledge or in a place where it could get wet or covered in dust.

- Always travel with the computer in a carrying case. Toshiba offers a choice of carrying cases for the computer. They all provide plenty of extra space for manuals, power cables, and compact discs. Contact your authorized Toshiba representative for more information.

TECHNICAL NOTE: When traveling by air, you may be required to pass your notebook through airport security equipment. The X-ray equipment will not harm your computer.

Chapter 4

Getting to Know the Windows® XP Operating System

This chapter introduces the Windows® XP operating system by guiding you through a few basic tasks.

If you have used a Windows® operating system before, you will find the Windows® XP operating system familiar. Whether you have used a Windows® operating system or not, the skill and confidence you will gain from this chapter will more than offset the short amount of time spent going through these lessons.

As you explore your computer's operating system further, you will often discover alternative ways of accomplishing a particular task.

For more detailed information on your operating system, refer to the Microsoft® Windows® XP operating system documentation that came with your computer.

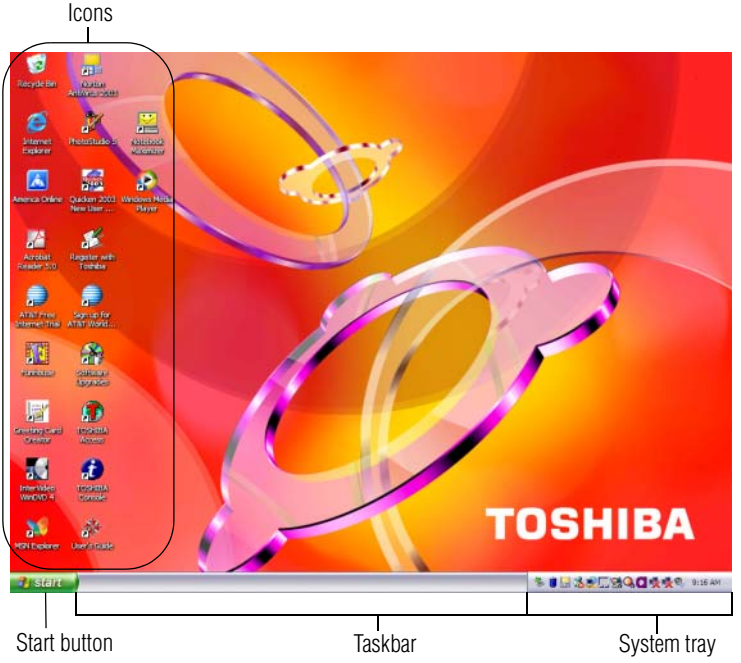
HINT: The illustrated examples in this guide may appear slightly different from the screens displayed by your system. However, the differences are not significant and do not indicate any change in the functionality of your system.

Lesson 1: Exploring the desktop

The desktop is the launching pad for everything you can do in the Windows® XP operating system. You use its features to start programs, find documents, set up system components, and perform most other computing tasks.

Finding your way around the desktop

Your computer's desktop includes several standard features: icons, Start button, shortcut tray, taskbar, system tray, and background pattern.



Sample Windows® XP operating system desktop

Icons

An icon represents a folder, file, or program that can be quickly activated by double-clicking on it.

You can create a new desktop icon for any folder, file, or program by dragging the element's icon from its location in a window to the desktop area.

The icons initially displayed on your system desktop include:

Toshiba Access—Opens a window with links to software updates, services and support, and other important benefits.

Recycle Bin—Holds files you have deleted using the Windows Explorer. You may retrieve these files until you empty the Recycle Bin.

TECHNICAL NOTE: If you delete a file from a diskette, it does not go into the Recycle Bin. For more information on the Recycle Bin, see Windows® online Help.

Internet Explorer—The Microsoft® browser allows you to view Web pages when connected to the Internet.

NOTE If you place the cursor over an icon, a popup description of the file contents appears.

Your desktop may contain other icons depending on your configuration. See Windows® XP online Help and Support for more specific information on each icon and how to use it.

Start button

You use the Start button to:

- Start programs
- Access Microsoft® Windows® XP operating system update information
- Open recently accessed documents
- Adjust system settings

- Search for files
- Access Windows Help and Support Center
- Run programs
- Suspend system activity and shut down the computer

For more information on starting programs, see "Lesson 6: Starting programs" on page 131.

Taskbar

Each time you open a program, a button associated with that program appears on the taskbar. With some programs, a button appears on the taskbar for each document or window you open. You can use these buttons to quickly switch between the programs or windows.

To make a program or window the active one, click the program's or window's button on the taskbar.

System tray

The system tray displays icons of tasks or programs that run continuously in the background. To learn more about each task, position the cursor over the icon for a few moments and a short description of the task appears.

Typical tasks in the system tray are Current time, Power usage mode, and speaker volume.

To activate a specific task, double-click the appropriate system tray icon.

Windows® XP file system

All files on your computer are organized for accessibility using a hierarchal file system.

Programs, documents, and other data are held in *files*. These files can be grouped together in *folders*, and folders can be grouped inside other folders for convenient organizing. All

the files and folders reside in your computer on a storage *device*, such as a disk drive.

You can think of your computer storage system in terms of office equipment. You have a file cabinet (device), that contains folders, and each folder may contain documents. Your office may have more than one file cabinet, just as your computer may have more than one disk drive.

Computers can be connected together to form a *network*, so that programs, documents and other data can be quickly and easily shared between computers.

You can use the My Computer feature on the Start menu to access any file in the Windows® file system.

For more information, read the Microsoft documentation that comes with your computer.

Lesson 2: Using the TouchPad and control buttons together

The "Getting Started" chapter introduced you to the TouchPad, which is your basic tool for moving around the screen. This lesson lets you practice using the TouchPad and control buttons in tandem.

1 Using the TouchPad, move the pointer to the **Start** button, then click the primary button (usually the left) to open the **Start** menu.

NOTE In this guide, the term "click" refers to the primary button, which is usually the left-hand button. You can also double-tap the TouchPad surface to perform the same function. Instructions requiring the secondary button specifically mention that button. For example, "click the secondary button."

2 Click an empty area of the desktop to close the **Start** menu.

3 With the pointer in an empty area of the desktop, click the secondary button (the right-hand button) to open the desktop shortcut menu.

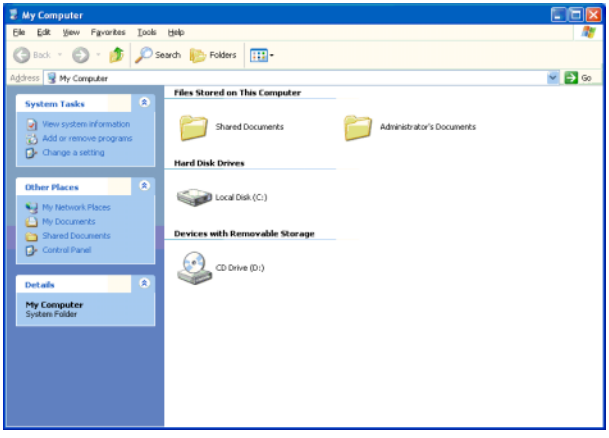
As the name implies, shortcut menus provide quick access to many operating system features.

Sample desktop shortcut menu

4 Click an empty area to close the shortcut menu.

5 Use the TouchPad to move the pointer to the **Start** button. Click **Start**, and select **My Computer**.

The My Computer window appears.



Sample My Computer window

6 Now click the **Close** button in the upper-right corner of this window.

The operating system closes the My Computer window.

NOTE If the taskbar is locked, you need to unlock it. To unlock the taskbar, place the cursor on the taskbar and click the secondary button. Uncheck "Lock the Taskbar."

7 Click an empty area of the taskbar at the bottom of the screen and, while holding down the primary button, use the TouchPad to drag the pointer to the right edge of the desktop, then release the primary button. (This process is known as "clicking and dragging.")

The taskbar moves from the bottom to the right edge of the desktop.

Sample desktop with the taskbar on the right

HINT: You can move the taskbar to any of the desktop's four edges.

8 Click the taskbar once again and drag it back to the bottom of the desktop.

Lesson 3: Learning about the Internet

This lesson demonstrates how to access a Web page from a window and from the taskbar.

The lesson assumes you have an account with an Internet Service Provider (ISP).

Opening a Web page from a window

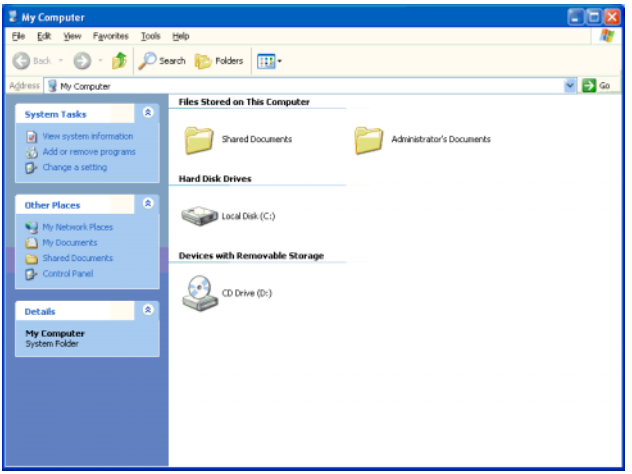
The most common way to open a Web page is by typing a Web address in the address line of the Web browser itself. But you can also type a Web address in the My Computer window.

1 Click **Start**, then double-click **My Computer**.

The My Computer window appears.

2 On the **View** menu, point to **Toolbars**, then click **Address Bar** if it is not checked.

The operating system displays the address bar. It indicates that you are in "My Computer." You can also type a Web address in the address line.



Sample My Computer window

Lesson 4: Creating a new document

This lesson teaches you how to create a text file without having to first open a program.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   The operating system displays a shortcut menu of commands applicable to the desktop.

2. Click **New**, then click **Text Document**.

   The operating system creates an icon on the desktop called New Text Document with the icon name highlighted.

3. To give your document a meaningful name, type My New Doc.txt and press Enter.

4. Double-click the **My New Doc** icon.

   The operating system opens the new document in Notepad—the text editor built into the operating system.

Sample Notepad window

Notice that when the document opens, there is a new button on the taskbar that reads My New Doc- Notepad (the name may be too long to fit into the taskbar space but, if you point to the name, the complete name is visible). By displaying buttons like this one, the taskbar helps you keep track of the programs and files you currently have open.

To learn more about Notepad, click **Help** or open the Help menu by pressing F1. For now, leave Notepad open and go on to the next lesson.

Lesson 5: Creating a new folder

DEFINITION: A folder is an area where you can store documents and other types of files. It is analogous to a file folder stored in a file cabinet. In this case, a disk drive in the computer is the file cabinet.

The operating system stores documents and programs in folders. It even stores other folders in folders. In this lesson, you will create a folder in which to store your new document.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   The operating system displays the desktop shortcut menu.

2. Click **New**, then click **Folder**.

   The operating system creates an icon on the desktop called New Folder with the icon name highlighted.

3. Type a name for the folder, such as **My Folder**, then press Enter.

4. Close the Notepad document you just created by clicking the **Close** button on the right side of the Notepad title bar.

   The operating system displays the document as an icon on the desktop.

5. Click the document icon and drag it toward your New Folder icon. Position the document icon over the New Folder icon until it changes color, then release the primary button.

   The outline of the document icon moves across the desktop and disappears into the folder.

6. To see your document, double-click the folder icon.

   A window opens and displays the contents of the folder.

7. Close the window by clicking its **Close** button and continue with the next lesson to learn how to start programs.

Lesson 6: Starting programs

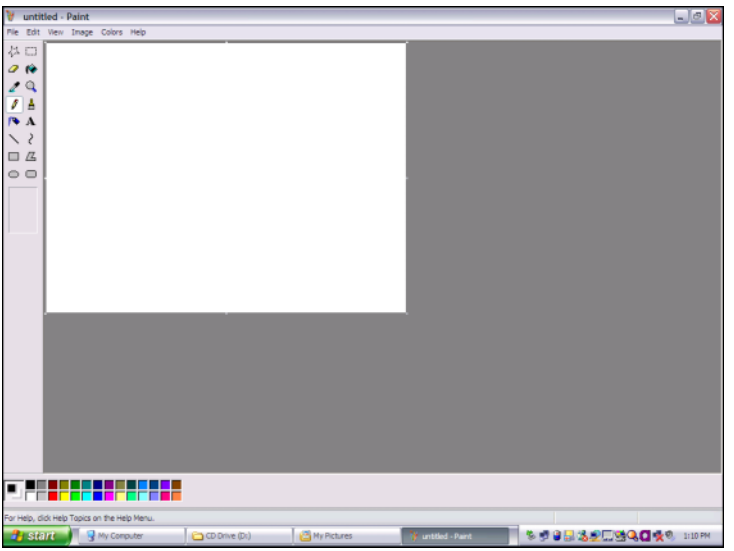
Usually, you will know which program you want to use for a particular task.

This lesson teaches you how to launch programs from the Start menu, using two of the programs that are built into the Windows® XP operating system: Paint and Windows® Explorer.

To launch the Paint program:

1. Click **Start**, then point to **All Programs**.
2. Click **Accessories**.
3. Click **Paint**.

   The operating system opens Paint—a basic drawing program.



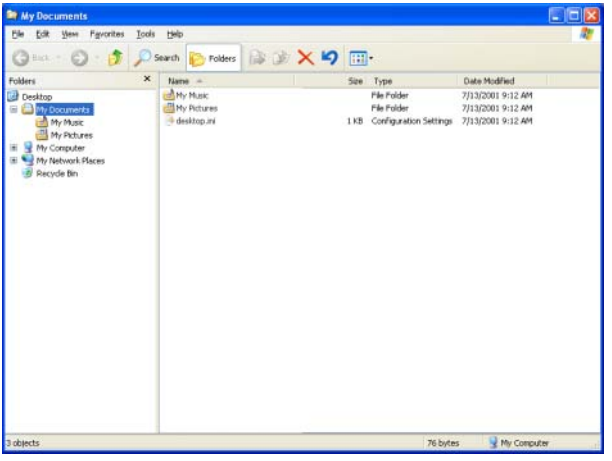
Sample Paint window

To launch Windows® Explorer:

1 Click **Start**, then point to **All Programs**.

2 Click **Windows Explorer**.

The operating system opens Windows® Explorer, which provides access to all your computer's resources. For example, it lets you see all the files in a particular folder on the computer's hard disk.



Sample Windows Explorer window

Notice the taskbar now has two buttons on it—one for Paint and one for Windows® Explorer.

3 To re-display the Paint program, click the **Paint** button on the taskbar.

The operating system displays the Paint program.

The operating system places the active window on top of other windows on the desktop unless you have selected a different display option. You can move back and forth between the two programs by alternately clicking each button.

Lesson 7: Resizing, repositioning, and hiding windows

If you have followed the lessons in this chapter, you now have a screen with several program windows open. You can organize these windows by resizing and repositioning windows so that you can see more than one of them at a time. You can also hide windows by removing them from the desktop without actually closing your document or program.

This lesson introduces several ways to adjust the size, shape, and position of windows open on the desktop.

Using the taskbar

If you have applications open on the desktop, you can rearrange them by pointing to the taskbar using the TouchPad and clicking the secondary button. The Windows® XP operating system provides these options:

- Move windows
- Size windows
- Minimize all windows—display only the taskbar buttons
- Maximize windows
- Close windows

Choose your option depending on how you wish to set up your desktop.

Minimizing and maximizing windows

1. To make the Windows® Explorer window the active window, click the **Windows Explorer** button on the taskbar.

   The operating system highlights the Windows® Explorer title bar to show that Windows® Explorer is the active window.

2 Click the **Minimize** button at the top-right of the Explorer window to hide the window.

Windows® Explorer disappears from the desktop. However, it is still open, as you can see from the taskbar.

HINT: Minimizing program windows is a good way to clean up the desktop without actually closing programs.

3 Click the **Maximize** button in the top-right corner of the Paint window.

The Paint window expands to fill the screen, hiding everything except the taskbar. Notice that the Maximize button has changed. It is now called the Restore Down button.

HINT: Maximizing a program is a good way to work when you are only using that program and do not want any distractions on the screen.

Resizing and moving windows

1 Click the **Restore Down** button in the top-right corner of the Paint window.

Paint returns to its previous size and location. Notice that the Restore Down button has changed back into the Maximize button.

For the next few steps assume that you want to be able to see both Paint and Windows Explorer at the same time.

2 Move the pointer to the right-hand edge of the Paint window.

The pointer changes to a two-headed arrow.

3 Click and drag the edge of the window until it takes up just less than half the width of the desktop.

4 Click the title bar of the Paint window and drag it to the left side of the desktop.

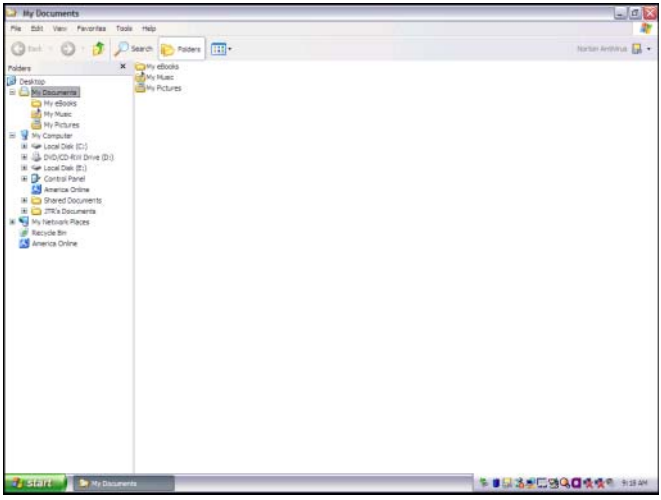
   You can move any window by clicking its title bar and dragging it.

5 Click **Windows Explorer** button on the taskbar.

6 Repeat steps 3 and 4 to change the size and position of Windows Explorer, placing it on the right side of the desktop.

   Now that the windows are side by side, you can see how you could refer to one window while working in the other.

Resizing and moving windows allows you to rearrange the desktop to suit your needs. Experiment with different sizes and placements of windows to find the best arrangement for your work.



Sample Windows Explorer windows

At this point you have two programs open on the desktop. The next lesson shows you how to close them.

Lesson 8: Closing programs

Once you are finished working with a document or program, it is a good idea to close it. While you can run several programs at the same time, having a large number of programs and documents open simultaneously can slow down your computer.

This lesson teaches you how to close the programs you opened earlier in this tutorial.

To close the programs:

1. Click the **Close** button at the top-right of the Explorer window.

   Windows® Explorer closes, removing the Explorer button from the taskbar as well.

2. Close Paint and the My Computer window (assuming it is still open) by clicking the **Close** buttons for each program.

HINT: Always save your work before you close a program.

Lesson 9: Creating shortcuts

By adding shortcuts to your desktop, you can open programs or files with the click of a button. You will probably want to create shortcuts for the programs you use most frequently. This lesson explains how to create shortcuts using two Windows® accessories, Calculator and Character Map, as examples.

Creating a shortcut to the Calculator

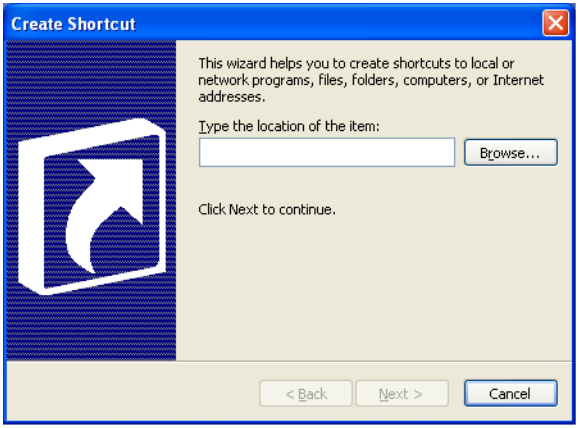
Use this method when you know the name and location of the program file to which you would like to create a shortcut.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   The operating system displays the desktop shortcut menu.

2. Click **New**, then click **Shortcut**.

   The operating system displays the Create Shortcut dialog box.


Create Shortcut
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.
Type the location of the item:
Browse...
Click Next to continue.
< Back
Next >
Cancel

Sample Create Shortcut dialog box

3. In the **Command line** box, type c:\windows\system32\calc.exe and click **Next**.

   The operating system prompts you to select a name for the shortcut.

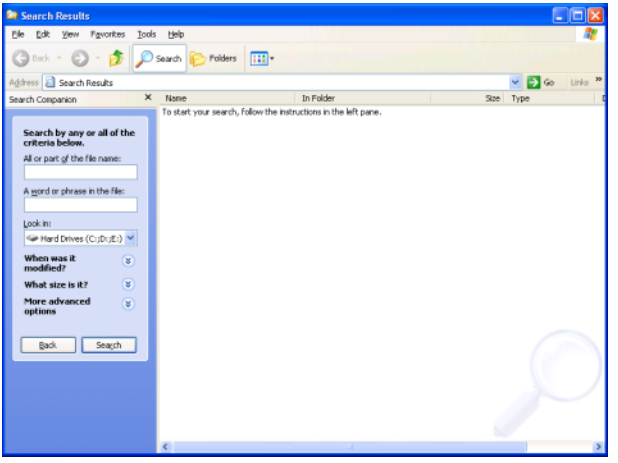
4. Type Calculator and click **Finish**.

   The operating system displays the new shortcut on your desktop.

Creating a shortcut to the Character Map

Use this method when you do not know the name and location of the program file.

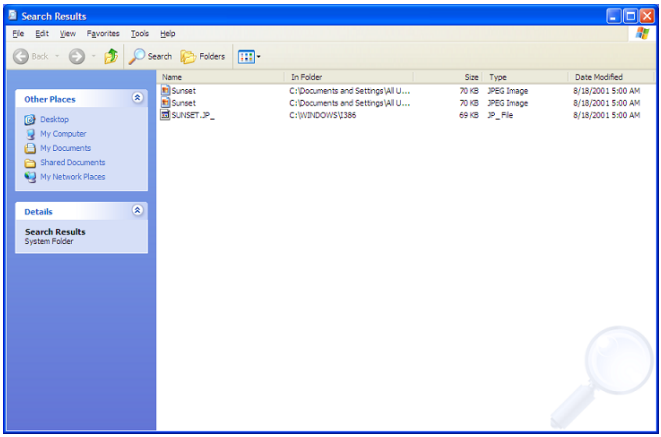
1 Click **Start**, then point to **Search**.



Sample Search options on the Start menu

2 Click **All Files and Folders**.

The operating system displays the Search Results dialog box.



Sample Search Results dialog box

HINT: Search also allows you to perform searches on the Internet.

3 Type char in the **All or part of the file name:** text box, and then click **Search**.

The operating system displays a list of all the files with "char" in their names.

4 Click the **Character Map** file with the secondary button and drag it to the desktop.

A shortcut menu appears.

5 Click **Create Shortcut here**.

A shortcut to the Character Map appears on your desktop.

Clicking a shortcut icon opens the program or folder immediately. You can place as many shortcuts on your desktop as you find useful.

HINT: The Character Map is a useful tool when you want to add a special character to a document.

Lesson 10: Changing the screen saver

You can personalize the background area of your desktop with pictures, patterns, or colors. The background is considered a "property" of your desktop. This lesson will not only teach you how to change the background, but will also introduce you to properties.

The operating system treats all windows, icons, programs, drives, etc. as self-contained objects, each with its own set of properties (such as size, position on-screen, and color). Many of these properties can be customized to meet your particular needs and tastes.

DEFINITION: An object is an independent block of data, text, or graphics that was created by an individual application.

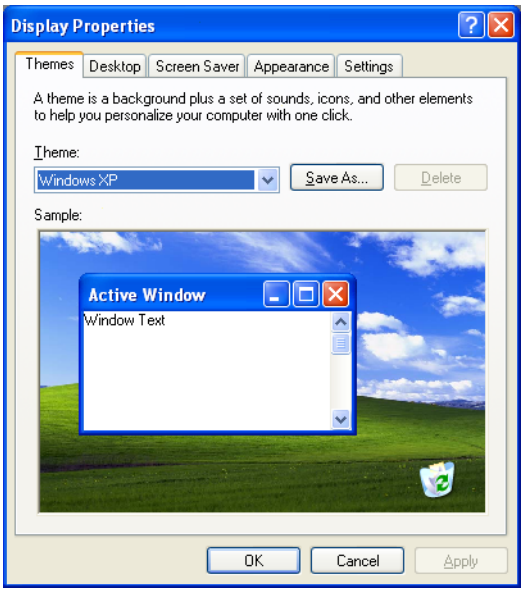
This lesson introduces object properties by showing you how to change one of the properties of the desktop—the screen saver. This is a continuously changing pattern that appears on the screen during pauses in your work.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   The operating system displays the desktop shortcut menu.

2. Click **Properties**.

The operating system opens the Display Properties dialog box.



Sample Display Properties dialog box

3 Click the **Screen Saver** tab.

4 Click the arrow beside the current option to open the screen saver list box.

5 Scroll through the screen saver options by clicking the scroll arrows in the list box.

6 Try a screen saver pattern by clicking a name in the list box.

The operating system displays your selection in the monitor above the list box. Try several patterns.

7 To apply a pattern to your desktop, click **Apply**.

8 After you have chosen a screen saver pattern and applied it to your desktop, click **OK**.

The operating system returns you to the desktop.

You can view any object's properties by clicking the object with the secondary button, then choosing **Properties** from the shortcut menu that appears.

The next lesson explains how to set two other properties—the date and time.

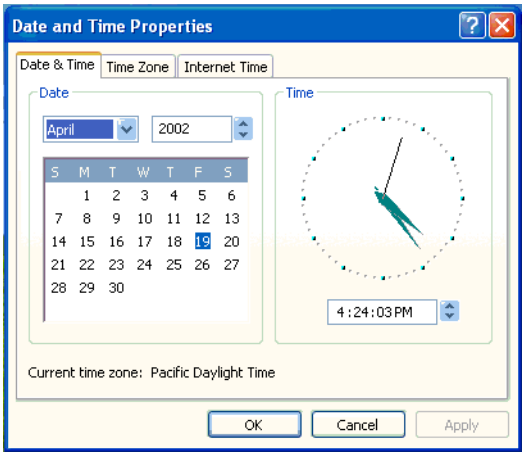
Lesson 11: Setting the date and time

You initially set the computer's date and time properties when you turned the computer on for the first time and set up the operating system.

To change the date and time settings:

1. Click **Start**, then click **Control Panel**.
2. Click the **Date, Time, Language, and Regional Options** icon.
3. Click the **Date and Time** icon.

   The operating system displays the Date and Time Properties dialog box.



Sample Date and Time Properties dialog box

HINT: To open the Date and Time Properties dialog box more quickly, either click the time display on the taskbar with the secondary button, then click Adjust Date and Time, or double-click the time display.

4 Click the **Date & Time** tab and set the correct month, year, day, and time.

5 Click the **Time zone** tab, then the drop-down list box and set your time zone.

6 Click **OK**.

There is a third tab, Internet Time, which when selected allows you to have Windows® XP automatically synchronize your time. However, you need to be connected to the Internet for this function to work.

Continue with the next lesson to finish cleaning up the desktop.

Lesson 12: Removing objects from the desktop

Earlier in this tutorial, you created a new icon on the desktop. Since everything you have done to this point has been just practice, you may want to return the desktop back to its original uncluttered state. This lesson explains how to remove objects from the desktop and introduces the Recycle Bin.

1. Click the **New Folder** icon you created, drag it until it is over the Recycle Bin icon and it changes color, then release the primary button.

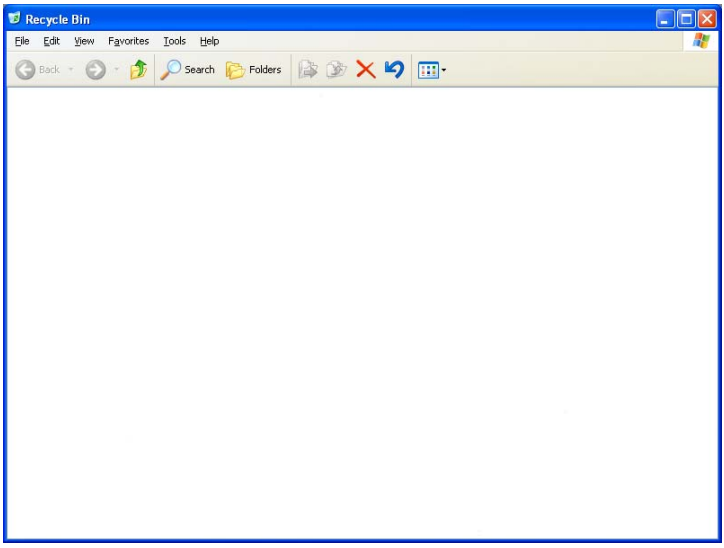
   The icon disappears. But it is not really gone. It is merely set aside in the Recycle Bin so that you can restore or delete it later.

2. Repeat step 1 for any other icons you created during this tutorial.

   Each icon disappears as you drop it on the Recycle Bin.

3. Double-click the **Recycle Bin** icon.

   The operating system opens the Recycle Bin window. Notice that all the icons you dropped on the Recycle Bin are listed.



Sample Recycle Bin open on the desktop

4 To completely remove an object, select it, and then click **File**, **Delete**.

The object is permanently deleted from the Recycle Bin.

Later on—in your real work, not in this tutorial—you will use the Recycle Bin to delete other objects such as folders, documents, and sometimes even programs. Still, the process is the same. Just drag an object's icon to the Recycle Bin.

If you change your mind and want to restore an object you sent to the Recycle Bin, select the object with the secondary button and click **Restore Down**. The operating system restores the object to the place from which it was deleted.

When you are absolutely certain that you never want to see it again, delete it from the Recycle Bin.

To delete everything from the Recycle Bin at once, choose **Empty Recycle Bin** from the File menu. Click **Yes** to confirm that you are sure.

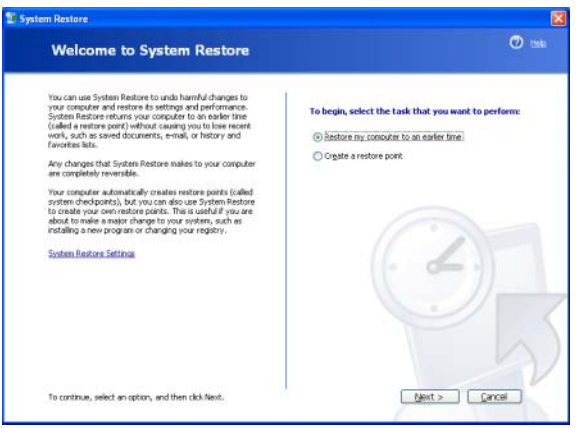
HINT: Empty the Recycle Bin periodically. Even though an item is moved to the Recycle Bin, it still uses valuable space on the hard disk drive until it is deleted from the Recycle Bin.

Lesson 13: Using System Restore

The System Restore feature allows you to return your computer to the way it was configured on a specific date or time, a "restore point." This is useful if you are reconfiguring your computer for new hardware or software. In the event that your hardware or software causes your computer to malfunction, you can remove the offending item(s) and restore the system to the state it was in at the preset time.

To get to System Restore, click **Start**, point to **All Programs**, **Accessories**, **System Tools** and click **System Restore**.

The System Restore Welcome screen appears.


System Restore
Welcome to System Restore
Help
You can use System Restore to undo harmful changes to your computer and restore its settings and performance. System Restore returns your computer to an earlier time (called a restore point) without causing you to lose recent work, such as saved documents, e-mail, or history and favorites lists.
Any changes that System Restore makes to your computer are completely reversible.
Your computer automatically creates restore points (called system checkpoints), but you can also use System Restore to create your own restore points. This is useful if you are about to make a major change to your system, such as installing a new program or changing your registry.
System Restore Settings
To begin, select the task that you want to perform:
Restore my computer to an earlier time
Create a restore point
To continue, select an option, and then click Next.
Next >
Cancel

Sample System Restore Welcome screen

The operating system guides you through the process of storing your system settings for future use. It also guides you through restoring your system to the selected date or time.

Lesson 14: If I am lost, what do I do?

This lesson teaches you how to use some of the Help and Support features in Windows® XP operating system.

Windows® XP Help and Support Center

The Windows® XP operating system has a Help and Support facility. If you cannot figure out how to do something, the answer is probably only a few clicks away.

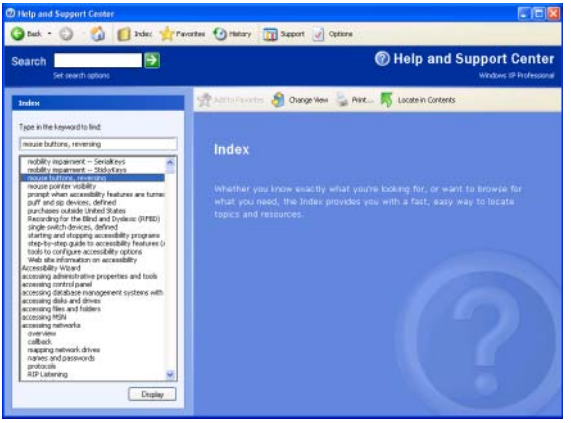
Assume that you want to draw a picture, but do not know how.

1. Click **Start**, then click **Help and Support**.

   The operating system opens the Help and Support Center window.

2. If you do not see the index, click the **Index** button on the top of the screen.

The Help and Support Center Index window pane appears.



Sample Help and Support Center Index

The left side of the screen contains the index. The text box above the index, where the cursor is flashing, lets you type in a topic you want to find in the index.

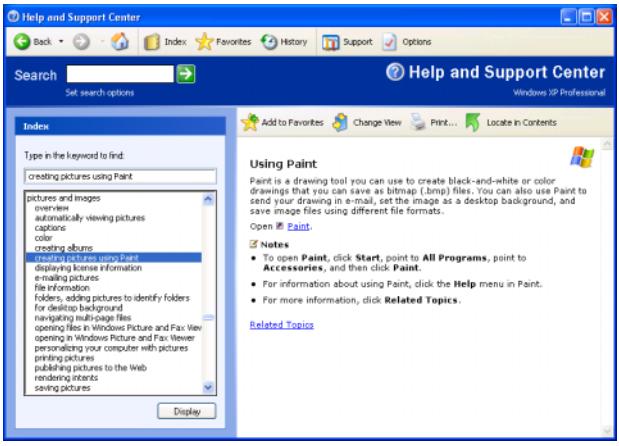
3 Type pictures in the **Type in the keyword to find**: text box.

Notice as you type that the index moves to locate what you typed. When you type the letter p, the topic list moves to the first entry that begins with P, and so on.

There are a number of topics listed under Picture. One of them, **Creating pictures using Paint**, looks promising.

4 Double-click **Creating pictures using Paint**.

Help opens a topic screen that gives a brief description of how to draw pictures, including an icon to start the Paint program.


Help and Support Center
Back
Index
Favorites
History
Support
Options
Search
Set search options
Help and Support Center
Windows XP Professional
Index
Type in the keyword to find:
creating pictures using Paint
pictures and images
overview
automatically viewing pictures
captions
color
creating albums
creating pictures using Paint
displaying license information
e-mailing pictures
file information
folders, adding pictures to identify folders
for desktop background
navigating multi-page files
opening files in Windows Picture and Fax Viev
opening in Windows Picture and Fax Viewer
personalizing your computer with pictures
printing pictures
publishing pictures to the Web
rendering intents
saving pictures
Display
Add to Favorites
Change View
Print...
Locate in Contents
Using Paint
Paint is a drawing tool you can use to create black-and-white or color drawings that you can save as bitmap (.bmp) files. You can also use Paint to send your drawing in e-mail, set the image as a desktop background, and save image files using different file formats.
Open Paint.
Notes
To open Paint, click Start, point to All Programs, point to Accessories, and then click Paint.
For information about using Paint, click the Help menu in Paint.
For more information, click Related Topics.
Related Topics

Sample Drawing help window

5 Click the **Paint** link.

The operating system opens the Paint program.

Not every Help topic contains a hot link to start the program it is talking about. However, when you do encounter one, it provides a convenient way to start the program to look at it while you read about the program in the Help topic.

Using the online tours and tutorials

Whether you are new to computers or you have some experience, the Windows® XP Tours and Tutorials collection is a good place to start.

If you are not familiar with the Windows® XP operating system, start with "Windows XP Preview."

"Learning about the benefits of Windows XP features" is a helpful introduction to the new features in the Windows® XP operating system.

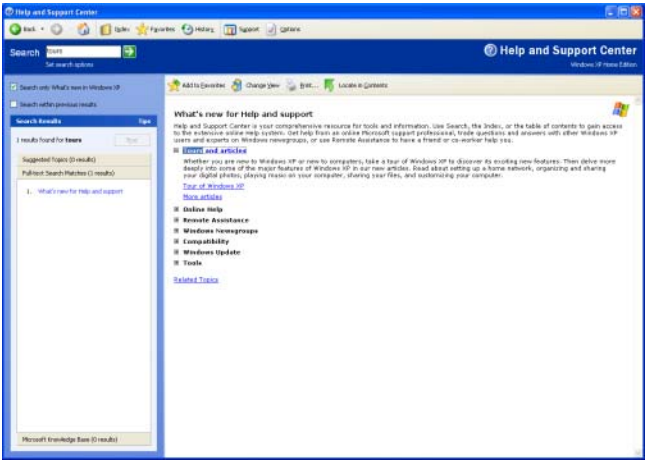
To start a Windows® XP tour or tutorial:

1 Click **Start,** then **Help and Support**.

2 Click **What's new for Help and support**.

3 On the right pane, click **Tours and articles**.

4 On the right pane, click **Tour of Windows XP**.



Sample Help and Support Center window

Lesson 15: Turning off your computer

It is very important that you let the Windows® XP operating system shut down your computer. As it shuts down, the operating system performs a number of tasks that ensure that everything is in place the next time you turn on the computer.

To let the operating system shut down your computer, see "Using Turn Off or Shut down" on page 89.

There are other ways to shut down your computer. For more information, see "Powering down the computer" on page 86.

Chapter 5

Exploring Your Options

In this chapter, you will explore other features of your notebook computer.

Windows® XP special features

The Windows® XP operating system offers you several new features and enhancements, including:

- New system file protection
- A system restore function, allowing you to rollback the system to its previous mode
- An improved help center, support automation, and automatic Windows® operating system update
- Wizards to simplify setting up your home network
- Ability to share one Internet connection among multiple PCs
- An automatic discovery feature that allows your computer to detect new and intelligent devices

Personalizing your desktop

Your desktop is your virtual workspace. This section explains how to customize its features for the way you like to work. You can customize the following aspects of the desktop:

- Taskbar—which resources to display for quick access
- Active Desktop® interface—what information from the Internet to always display
- Desktop style—how windows are displayed and how to browse folders and files
- Toolbars—what information appears at the top of each window

Customizing the taskbar

As you work, the taskbar changes to reflect what you are doing. Its icons provide shortcuts to programs, documents, files, folders, system features, and components. Open applications also have Forward and Backward buttons to allow navigation through folders, documents, and Web sites.

For example, you can personalize the taskbar to include Quick Launch icons, and also your favorite URL addresses or local folders and programs.

DEFINITION: URL stands for Uniform Resource Locator, which is the address that defines the route to a file on the Web or any other Internet facility. Generically, it is known as the World Wide Web site address.

Having a list of favorite URLs handy saves time. Using it bypasses the need for you to launch your browser first.

To customize your taskbar settings, point to an empty space in the taskbar and click the secondary button. Then click **Properties**.

Bringing the world to your desktop

With the Windows® XP operating system you can set up your desktop with complete World Wide Web integration at a single click.

Turning on the Web content interface

The first step to bring active content to your desktop is to turn on the Web content interface:

1. Point to an empty space on the desktop and click the secondary button.
2. Click **Properties.**

   The Display Properties window appears.
3. Click the **Desktop** tab.
4. Click the **Customize Desktop** button.
5. Click the **Web** tab.
6. Follow the instructions to set up your desktop.

Adding components to the Web content interface

1. Point to an empty space on the desktop and click the secondary button.
2. Click on **Properties.**

   The Display Properties window appear.
3. Click the **Desktop** tab.
4. Click the **Customize Desktop** button.
5. Click the **Web** tab.

   The operating system displays a list of items to add to the desktop.
6. To view additional components, click **New.**

   The New Desktop Item dialog box appears.

7 To browse the Gallery for more components to add, click **Visit Gallery**.

In order to browse, an active Internet connection must be established.

8 To select some other Web site, type the address of the Web site you want or click **Browse** to locate it.

You can configure the Web content interface in several other ways. For further information, see your operating system documentation or access Windows® Help by clicking **Start**, **Help and Support**.

Changing desktop and browsing style

The operating system enables you to customize the way you view your desktop and browse the files and folders on your local computer or network file server.

You can make it so that:

- Items that normally require a double-click will open with a single click.
- Folders will open in their own window instead of in the same window.
- Folders are accompanied by a list of common tasks instead of displayed alone.

The options you choose determines how you browse in the operating system, regardless of whether you start from the desktop, My Computer, Windows® Explorer, or Internet Explorer.

For more information about changing your desktop style, enter desktop in the Help and Support Index.

Choosing a style

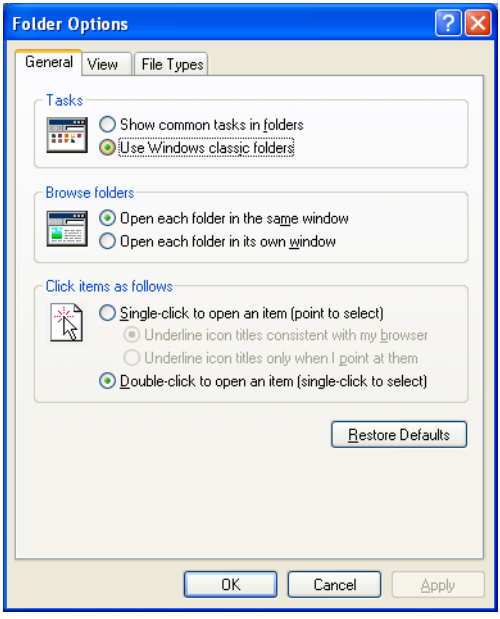
To select desktop and browsing style options:

1 Click **Start**, then click **My Computer**.

The My Computer window appears.

2 Select the **Tools** menu, then click **Folder Options**.

The Folder Options dialog box appears.



Sample Folder Options dialog box

3 Click the preferred options.

4 Click **Apply**, then **OK**.

Personalizing individual windows

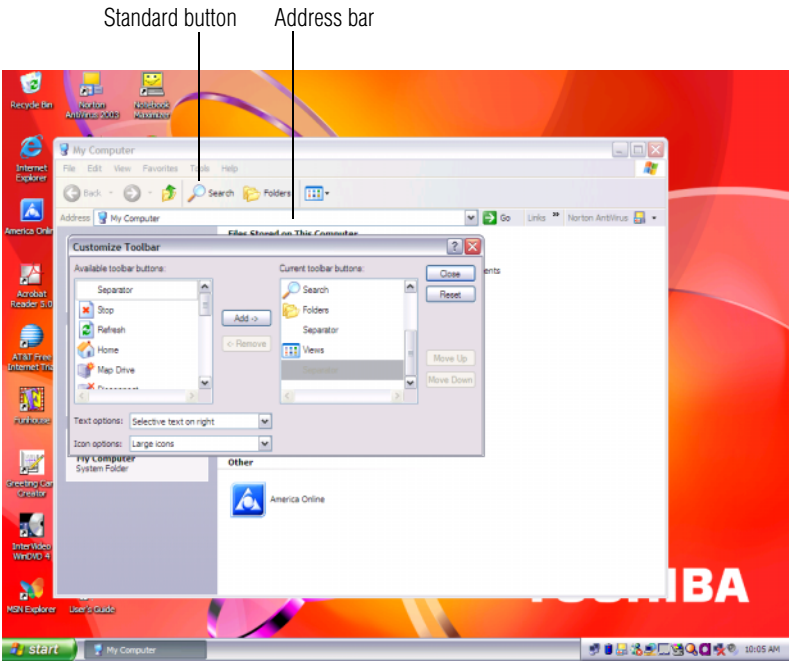
Just as you can display a Web page on your desktop, you can also display a Web page in an individual window. If you subscribe to the Web page, it can be automatically updated on

a regular basis. For example, using this Web integration feature you can monitor weather, game scores, stock prices, or headlines—all in the window of your choice.

Customizing window toolbars

You can display one or more customizable toolbars at the top of a window. As you browse, the operating system detects the kind of information presented in the window and automatically displays the appropriate toolbar buttons and menus.

You can also add these toolbars to the taskbar.



Sample toolbar locations

The elements you can add to the top of the window are:

Toolbar element	*Description*
Address Bar	Opens Web pages, programs, folders, or documents. By default, the address bar shows your current location, and whether it is a folder or a Web page. You can browse to another location by typing an address — a URL, a path, or even a program name. If you start typing a previously typed address, the AutoComplete feature finishes the address for you.
Standard buttons	Displays buttons for commonly used commands, such as copying, pasting, deleting items, changing views, and browsing backward and forward.

Displaying a toolbar in a window

1. Click **Start**, then click **My Computer.**

   The My Computer window appears.

2. On the **View** menu, point to **Toolbars**, then click the name of the toolbar you want to display.

   The toolbar appears below the menu bar of the current window.

Displaying information about each folder

In addition to displaying the contents of each window, you might find it helpful to have the operating system display the name of the folder and brief information about how to use the folder. This means displaying an individual window as a Web page.

1. Click **Start**, then click **My Computer**.

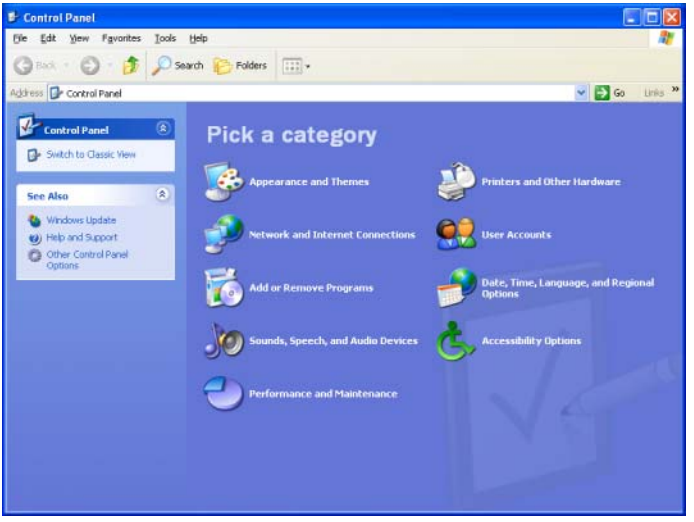
   The My Computer window appears.

2 Open the folder you want to view as a Web page.

3 In the **Tools** menu, select **Folder Options.**

4 In the Tasks section, click the button for **Show common tasks in folders**.

5 Click **Apply**, then **OK**.



Sample Control Panel window as a Web page

The addition of the name of the folder and instructions for how to use the folder on the left give the window the appearance of a Web page.

Using your computer at the office

By connecting an external monitor, external full-size keyboard and a mouse, you can work with your notebook as if it were a standard office desktop computer.

You can connect an external monitor to the RGB (monitor) port. For more information, see "Using external display devices" on page 61.

You can connect an external USB-compatible keyboard and a USB-compatible mouse to one of the USB ports. For more information about connecting a mouse, see "Connecting a mouse" on page 60.

Setting up for communications

To connect to the Internet, use an online service, or communicate across the telephone lines with another computer, you need:

- A modem (one comes with your computer)
- A telephone line
- A browser or communications program
- An Internet Service Provider (ISP) or online service if you plan to use the Internet

Determining the COM port

Your modem is connected to one of the computer's COM (communications) ports. The default setting for the modem is COM3.

The following procedure is intended to support you if you need to either upgrade your modem or reset the port to the default settings.

If you're having trouble connecting through the modem, you may need to determine the current COM port name and possibly change it.

To find out which port your modem is connected to in the operating system:

1. Click **Start**, **Control Panel**, then **Printers and Other Hardware**.
2. Click **Phone and Modem options**.
3. The Phone and Modem options window appears.
4. Click the **Modems** tab.

A location box appears.

5. In the **Attached to** field, the COM port is specified.
6. Make a note of the COM port number.
7. To verify that the modem is set up properly, double-click the COM port to which your modem is connected.

   The Modem AMR Properties box appears.
8. In the device status area, the computer should indicate whether the modem is working properly.
9. If the modem is not working properly, click **Troubleshooting** and follow the instructions.
10. Click **OK** to close the properties box, then the Phone and Modem options box.
11. Close the Control Panel.

Connecting the modem to a telephone line

Before you can use the modem, you must connect it to a standard voice-grade telephone line.

Setting up a dial-up connection

To set up a dial-up connection, use the Dial-Up Networking Wizard:

1. Click **Start** and point to **All Programs**.
2. Point to **Accessories**, then to **Communications**, and click **New Connection Wizard**.
3. Click **Next**.
4. Select the type of connection you want to make.
   - Connect to the Internet
   - Connect to the Network at My Workplace
   - Set up a home or small office network
   - Set up an advanced connection

5 Click **Next** and follow the directions on the screen.

The computer connects to the network.

Exchanging data with another computer

To transfer a large amount of information between computers, you need a physical connection and a synchronization program.

You can use the Windows® XP Briefcase or a specialized synchronization program that transfers data using a cable connected to the computers' parallel ports.

Transferring files using a parallel port connection

To transfer files using the computers' parallel ports, you need a LapLink®- compatible parallel cable.

Getting started

1 Connect the cable.

2 Load the transfer program on both computers.

3 Set any specific options.

4 Start the transfer.

5 When you have finished transferring files, close the programs on both computers.

Getting help transferring files

1 Click **Start**, then **Help and Support**.

The Help and Support window appears.

2 Click the **Index** button.

3 In the dialog box, type direct cable connections.

4 Follow the online guide instructions.

Setting up a wireless connection

For information on how to set up a wireless connection, refer to your wireless networking device documentation or contact your Toshiba Authorized Service Provider.

Accessing the wireless modules using your system tray

The following information applies to systems with the optional Wi-Fi feature:

NOTE To install the Wi-Fi option at a later time, contact your Toshiba Authorized Service Provider.

When using your Wi-Fi Mini PCI module, your computer may display a Network Connection icon in the desktop's system tray to indicate that it is in use.

You can use the icon to turn off your Wi-Fi Mini PCI module. However, you will need to restart your computer to turn it back on.

NOTE Your system may display similar icons that perform different functions. To ensure you are using the correct one, click the icon and click **Properties**.

Connecting to the Internet

To connect to the Internet you may need:

- A modem (one comes with your computer)
- A telephone line, DSL, a cable connection, or a satellite link
- A browser or communications program
- An Internet Service Provider (ISP)

Once you have established an ISP account, you can access the Internet.

Connect to the Internet by using a telephone and modem or through other higher-speed communication methods, such as Digital Subscriber Lines (DSL), cable or a satellite link.

After your Internet connection has been made, start your Web browser.

If you are using your computer at the office, then you probably connect to the Internet through your company's network. See your network administrator about connecting to the Internet.

Using a modem

If you're using a modem, you connect the modem to one of the computer's COM (communications) ports. The default setting for the modem is COM3.

If you are having trouble connecting through the modem, you may need to determine the current COM port name and possibly change it.

For more information on connecting a modem, see "Connecting the modem to a phone line" on page 85.

An overview of using the Internet

The following sections give a quick introduction to the Internet and some of its exciting features, under these headings:

- The Internet
- The World Wide Web
- Signing up with an Internet Service Provider
- Getting started
- Surfing the Internet
- Internet features

- Uploading and downloading files from the Internet

For more information about the Internet, see "Lesson 3: Learning about the Internet" on page 127.

The Internet

The Internet is an association of thousands of networks and millions of computers around the world connected by communications lines. They all work together to share information.

The World Wide Web

The World Wide Web (or 'Web') is a subset of the Internet — a collection of interlinked documents (located on computers connected to the Internet) that work together using a specific Internet protocol called Hypertext Transfer Protocol (HTTP).

The World Wide Web offers information as text, images, audio, or video to be referenced from anywhere in the world. Special programs called Web browsers are specifically designed to work with HTTP. They make it easier to connect to a particular network address and send and receive information.

Internet Service Providers

To connect a computer directly to the Internet, many people and businesses use an Internet Service Provider (ISP). An ISP is a company that has the equipment and the telecommunication lines necessary to maintain an Internet connection.

You can connect to the Internet by using a telephone and modem or through other higher-speed communication methods such as Digital Subscriber Lines (DSL), cable, and satellite links.

Signing up with an Internet Service Provider

Microsoft's Web browser, Internet Explorer, which is preinstalled on your system, is automatically configured so that when you first start it, it guides you through signing up for a new ISP account, or assists you in setting up your computer to work with your existing ISP.

Once you have established an ISP account, you can access the Internet.

Surfing the Internet

Once connected to the Internet, the Web browser displays a home page, for example, your ISP's home page on the Internet or your company's Web site home page.

To visit a desired Web site, type in the Web address. The Web address, or Uniform Resource Locator (URL), is a unique identifier for that computer system linked to the Internet. Web addresses can also appear within a Web page's text, and are known as links. Clicking a link automatically transfers your Web browser to that site.

You can also use a Search Engine, a Web site specifically designed to help you look for information.

Internet features

The Internet offers many types of communication tools to help you perform many tasks.

- Internet email

  To send and receive email of your own, you need a mailbox on the Web, or an email address.

  If you have an account with an ISP, you can probably set up an email address at the same time as you sign up for the service.

- Internet chat rooms

  A chat room is a Web site that offers a place where people with similar interests and ideas can communicate in real-time, one-on-one or in groups, by typing messages which are instantly viewed by others on their computer screens.

- Internet news groups

  A news group is similar to a chat room, but instead of using a dedicated site to converse about a specialized subject with others in real-time, it uses a Web site as a clearinghouse where all the messages are placed, like a gigantic bulletin board.

- Online shopping

  Many Web sites offer products and services for sale.

Uploading and downloading files on the Internet

Transferring files from one computer to another is termed uploading (transferring data from your computer to a site on the Web), or downloading (transferring data from a site on the Web to your computer).

There are several ways to upload or download data. It can be as simple as attaching a file or document to an email, or you can use the HTTP features of your Web browser to transfer large amounts of data. You can also use the File Transfer Protocol (FTP) supported by a separate software program.

Toshiba's online resources

Toshiba maintains a number of online sites to which you can connect. These sites provide information about Toshiba products, give help with technical questions, and keep you up to date with future upgrades. For more information, see "Contacting Toshiba" on page 215.

Exploring video features

Your computer's video features provide the viewing of presentations or DVD movies on the computer screen.

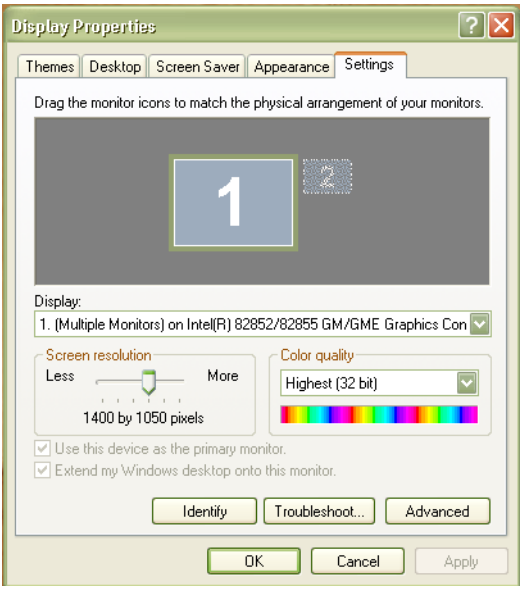
TECHNICAL NOTE: Video CD playback capability is not enabled on all systems.

HINT: There are no menus for Video CD 1.0 titles.

Changing the display properties setting

1 Right-click anywhere on your desktop and select **Properties**.

The Display Properties dialog box appears.



Sample Display Properties dialog box

2 Click the **Settings** tab.

3 Slide the Screen area slider bar to the desired resolution, then click **Apply**.

   The screen blinks momentarily while the settings are adjusted.

4 The Monitor Settings window appears and asks if you want to keep the settings.

5 Click **Yes**.

6 To change the settings back, repeat steps 2 through 5.

Display settings hot key

Using the Fn + F5 keys, you can set your system's display to view DVD movies or presentations on an external device. For more information, see "Display modes" on page 225.

Exploring audio features

You can use your computer to record sounds using an external microphone. You can play .wav sound files or audio CDs using the built-in speakers, headphones or external speakers.

Recording sounds

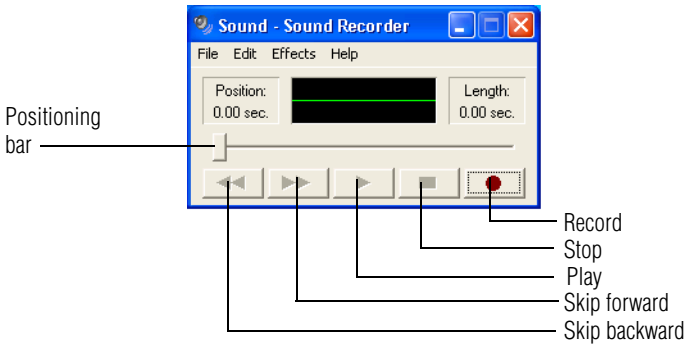
You can make audio recordings and save them as .wav files by connecting an external microphone or other sound source to the microphone jack and using the Sound Recorder feature in the operating system.

DEFINITION: A .wav (pronounced "wave") file is a format for storing sound in files.

TECHNICAL NOTE: If you record MP3 files, you will only be able to play them on a device capable of playing MP3 files.

Using a microphone

1. Connect an external microphone to the computer.
2. Click **Start**, point to **All Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**.



Sample Sound Recorder screen

3 Click the **Record** button and speak normally into the microphone.

NOTE You can only record 60 seconds at a time.

4 When you have finished recording, click the **Stop** button.

5 To hear what you just recorded, click the **Play** button.

6 To save the file, select **Save** from the **File** menu.

Adjusting recording settings

The better the quality of the recording, the more disk space the sound file requires. Experiment to find a balance that fits your needs.

1 Open Sound Recorder, if necessary (click **Start**, point to **All Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**).

2 In the Sound Recorder window, click **Edit**, then click **Audio Properties**.

3 In the Audio Properties dialog box, adjust the Recording Volume and Preferred device.

4 Click **OK**.

Your new settings take effect the next time you record.

Using external speakers or headphones

Your computer is equipped with a full stereo sound system with internal speakers. Instead of using the internal speakers, you can connect headphones or a pair of external stereo speakers.

TECHNICAL NOTE: Use amplified speakers that require an external power source. Other types of speakers will be inadequate to produce sound from the computer.

To play back sound files through external speakers or headphones:

1. Locate the headphone jack on the left side of the computer.
2. Using any necessary adapters, plug the cable from the headphones or external speakers into the headphone jack.

   The headphone jack requires a 16-ohm stereo mini-jack.

Using PC Cards

PC Cards expand your computer's capabilities and usefulness. You can purchase additional PC Cards from your dealer. Most PC Cards conform to the PCMCIA (Personal Computer Memory Card International Association) standard.

Your computer has a PC Card slot and supports Type I or Type II cards.

Check the documentation that came with the PC Card to see if it conforms to the PCMCIA 2.1 standard, or later. Other cards may work with your computer, but are likely to be much more difficult to set up and use.

PC Card supporting software

PC Cards require Card and Socket Services software — a set of programs that acts as a translator between the PC Card and the computer, and that makes hot swapping (switching cards while the computer is on) possible.

The operating system provides the Card and Socket Services for your PC Card. Even if your PC Card comes with its own version of Card and Socket Services, you should use the files included in the operating system.

Inserting PC Cards

NOTE Use caution when lifting or turning your computer. Failure to do so may result in damage to components, such as cables, attached to your computer, or to the computer itself.

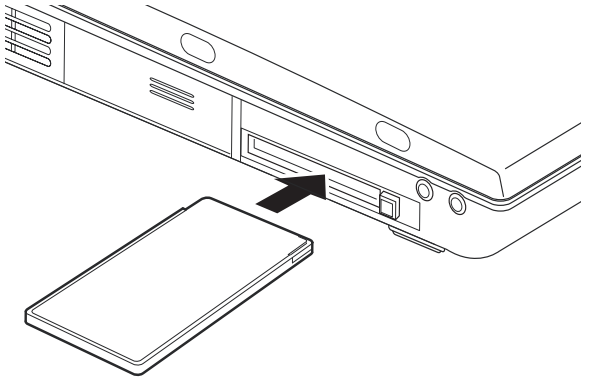
Before you insert a PC Card, refer to the documentation that comes with the card to see if you need to do anything before you insert it.

To insert a PC Card:

1. Turn off the computer.

   You may also hot swap a PC Card (see "Hot swapping" on page 174).

2. Align the card connectors with the PC Card slot and carefully slide the card into the slot until it locks into place.



Inserting a PC Card

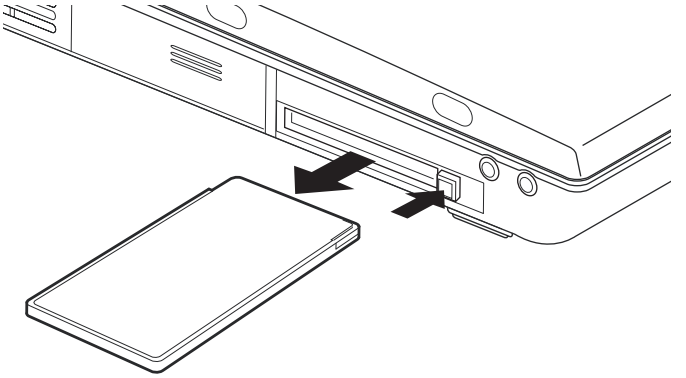
CAUTION To avoid damaging the PC Card or the computer, do not force the card into the PC Card slot.

Removing PC Cards

1. Stop the PC Card by clicking the **Safely Remove Hardware** icon on the System tray.

   After the Safe to Remove Hardware message appears, it is safe to remove the PC Card.

2. To remove the PC Card, press the slot's eject button once.



Removing a PC Card

3 Remove the PC Card and store it properly.

Hot swapping

One of the great things about PC Cards is that you can replace one PC Card with another while the computer is on. This is called "hot swapping."

Hot swapping precautions

Although you can insert a PC Card at any time, to avoid data loss never remove a card while it is in use. For example:

- Never remove a hard disk card while the system is accessing it.
- Never remove a network card while you are connected to a network.

Before removing a PC Card, stop it by clicking the **Safely Remove Hardware** icon on the System tray. Once the PC Card has stopped, you can safely remove it. See "Removing PC Cards" on page 173.

Chapter 6

Toshiba Utilities

Your computer includes several utilities designed to help you to configure your system to best meet your individual needs. Together, these allow you to ascertain certain system details, set additional options, or change default options. These utilities are described in this chapter:

- TOSHIBA Accessibility
- Fn-esse®
- Hotkey utility
- TOSHIBA Console
- TOSHIBA Power Saver
- Toshiba Hardware Setup

TOSHIBA Accessibility

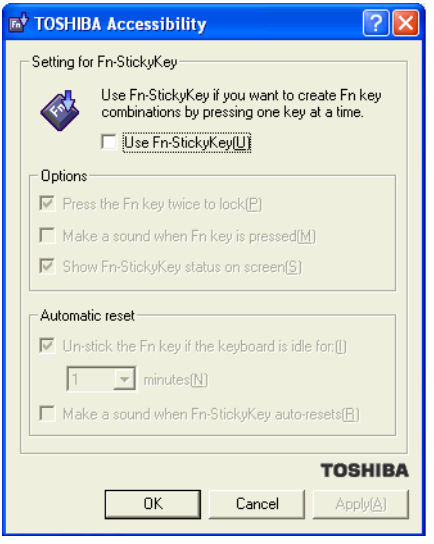
The TOSHIBA Accessibility utility allows you to use the Fn key to create a hot key combination with one of the function keys without pressing the two keys simultaneously as is usually required.

Using Accessibility enables you to make the Fn key a *sticky key*, meaning you can press it once, release it and then press a function key to activate the hot key function.

To open Accessibility:

1. Click **Start**, then click **All Programs**.
2. Select **Toshiba Utilities**, then select **Accessibility**.

   The TOSHIBA Accessibility window appears.
3. Check the **Use Fn-StickyKey** box.


TOSHIBA Accessibility
Setting for Fn-StickyKey
Use Fn-StickyKey if you want to create Fn key combinations by pressing one key at a time.
Use Fn-StickyKey(U)
Options
Press the Fn key twice to lock(P)
Make a sound when Fn key is pressed(M)
Show Fn-StickyKey status on screen(S)
Automatic reset
Un-stick the Fn key if the keyboard is idle for:(I)
1
minutes(N)
Make a sound when Fn-StickyKey auto-resets(R)
TOSHIBA
OK
Cancel
Apply(A)

Sample TOSHIBA Accessibility window

4. Put a check mark next to the desired option.
5. Click **Apply**, then click **OK**.

   The function is now active.

Fn-esse

The operating system shortcuts and Toshiba's Fn-esse program provide quick ways to open programs, documents, and folders from within any program without using the Start menu.

This section describes how to use the Fn-esse program to quickly access your programs and files. For information on creating operating system shortcuts, see "Lesson 9: Creating shortcuts" on page 136.

With Fn-esse, you can assign an Fn key combination to:

- Open a Windows® program
- Open a file in its associated Windows® program
- Display a customized folder of Windows® programs and/or files from which to choose

The system also has several keys, known as hot keys, that perform preassigned operations.

You can assign any key that is not associated with a hot key or a keyboard overlay.

Starting Fn-esse

To access Fn-esse, click **Start**, **All Programs**, **Toshiba Utilities** and **Fn-esse**.

The Fn-esse keyboard appears.

Sample Fn-esse keyboard

The keys are color-coded as follows:

- Available keys are white.
- Assigned keys and keys associated with a popup list are shown on the Fn-esse keyboard in the selected color.
- Unavailable keys are dark gray.

Assigning a key to a program or document

There are two ways to assign a key to open a program or document:

- Drag-and-drop
- Use the keyboard

The method most often used is drag-and-drop.

Using the Fn-esse drag-and-drop

To assign a key to a program or document:

1. Start both Fn-esse and Windows® Explorer (or the program supporting drag-and-drop).
2. Resize the Explorer window so that you can see both the Fn-esse keyboard and Explorer at the same time.
3. In the Explorer window, highlight the program or document file you wish to assign to a key.
4. Click and hold the primary button as you drag the highlighted item from Explorer to the key on the Fn-esse keyboard you wish assigned.
5. Release the primary button.

   Fn-esse displays the Add/Edit Command window with the Description, Command Line, and Working Directory fields automatically completed.
6. Click **OK** to close the Add/Edit Command window with your key assignment in place.

The program or document is now associated with the key you just selected. To open the program or document, press Fn plus the appropriate key.

Using the keyboard

To assign a key to open a program or document:

1. Start Fn-esse.
2. Using the keyboard, press and hold the Fn key, then press the desired assignment key.

   The Assignment Type window appears.

HINT: If you are making a direct key assignment, complete step 3. If you are making a popup assignment, complete step 4.

3. To make a direct key assignment, select **Direct** to display the Add/Edit Command window, then complete these steps:
   - Enter the Description, Command Line, and Working Directory for the new Fn-esse key assignment, or click the **Browse** button to specify this information.
   - Click **OK**.
4. To make a popup assignment, select **Popup** to display the Application Explorer window, then complete these steps:
   - Select the desired folder. The left side of the Application Explorer window displays the folders in the Programs menu. The right side lists the programs and documents in the folder. These are the items that appear in the popup list.

- To create a popup list with items from various folders, or to pick only a few items from a folder, create a new folder containing only the desired programs and documents. If you are unsure how to do this, refer to your operating system documentation.
- Click **OK** to associate the folder with the key you just selected.
- To open a popup list showing the items in that folder, press Fn plus the appropriate key.

Viewing existing key assignments

To view the existing key assignments, choose **Assignments** from the Fn-esse keyboard. Fn-esse displays the Function Key Assignments window. This box lists all the key assignments and the program or document to which each key is assigned.

To view items in a popup list, click the **Expand popup lists** check box.

Changing or removing existing key assignments

1. In the Fn-esse keyboard, click the key you wish to change with the secondary button.

   Fn-esse displays the Assignment Type window.

2. To change the key assignment, click **Direct** or **Popup** and continue as if you were creating a new assignment.
3. To remove the key assignment, click **Clear**.

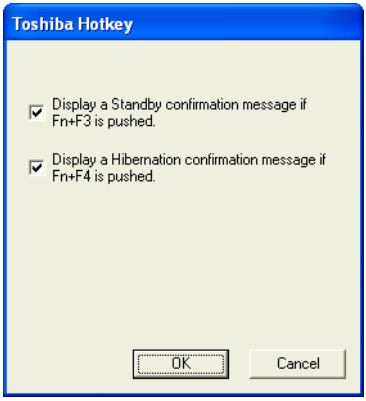
Hotkey utility

The hotkey utility allows you to receive a confirmation message when you use the hot key combination for Standby [Fn + F3] and Hibernation [Fn + F4].

To activate the utility:

Click **Start**, **All Programs**, **Toshiba Utilities** and then click **Hotkey utility**.

The Toshiba Hotkey utility window appears.


Toshiba Hotkey
Display a Standby confirmation message if Fn+F3 is pushed.
Display a Hibernation confirmation message if Fn+F4 is pushed.
OK
Cancel

Sample Toshiba Hotkey utility window

4 Put a check mark next to the desired option.

5 Click **OK**.

TOSHIBA Console

The TOSHIBA Console provides quick access to computer functions and allows you to customize a range of computer settings.

To access the TOSHIBA Console:

1 Click **Start**, then click **All Programs**.

2 Point to **TOSHIBA Console**, then click the resulting **TOSHIBA Console** selection.

The TOSHIBA Console window appears.

Sample TOSHIBA Console window

The TOSHIBA Console offers the following features:

- Customize Your Computer
- Network
- Security

Customize Your Computer

The features available in this category are:

- Power Management
  (See "Power Management" on page 183.)
- Mouse (properties)

- Hotkey assignment
  (See "Fn-esse" on page 177.)
- Toshiba Hardware
  (See "Toshiba Hardware Setup" on page 186.)

Network

The feature available in this category is the Connectivity Doctor.

Security

The features available in this category are:

- Supervisor password
- User password

Power Management

The Power Management feature enables you to control your computer's power usage, regardless of the source, and use the many preset power modes, or create one yourself.

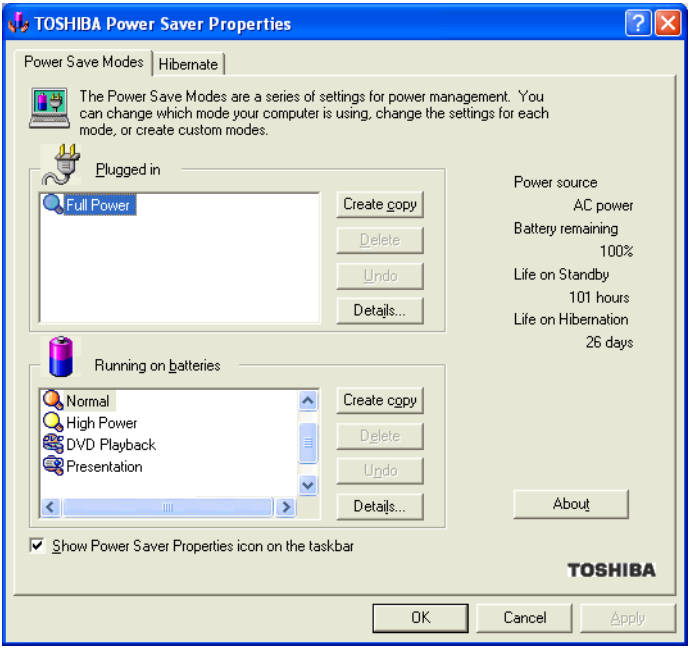
To access Power Management through the TOSHIBA Console:

1. Click **Start**, then click **All Programs**.
2. Point to **TOSHIBA Console**, then click the resulting **TOSHIBA Console** selection.

   The TOSHIBA Console window appears.

3 Click the **Power Management** icon.

The TOSHIBA Power Saver Properties window appears.



Sample TOSHIBA Power Saver Properties window

The Power Save Modes tab shows the power usage modes for both AC power ("Plugged in") and battery power (Running on batteries").

You can either use one of the preset modes or create and use your own customized mode. The preset modes cannot be deleted.

By changing the options that appear in the Toshiba Power Saver Properties window and clicking **OK**, you can reconfigure that function. Any options that you change become effective when you click either **OK** or **Apply**.

Plugged in section

This section has a single preset power usage mode — Full Power. You can create other AC power modes, but Toshiba recommends use of the preset Full Power mode.

The windows and settings for creating and customizing battery power modes are described in the following sections.

Running on batteries section

The preset modes are:

- Long Life
- Normal
- High Power
- DVD Playback
- Presentation

Although you can change the properties for any of these modes, this is not recommended. If you need a customized mode, create a new mode with the properties you require.

Creating a new power mode

1. Highlight one of the preset modes.
2. Click **Create copy**.
3. A new mode appears with the title "Copy *Name*" where *Name* is the title of the mode you copied. Delete this title, type in the name for your new power mode, then press Enter.

Customizing a power mode

1. Highlight the mode on the Power Save Modes tab window.
2. Click **Details...**.

The Properties window for the selected mode opens with the General tab displayed.

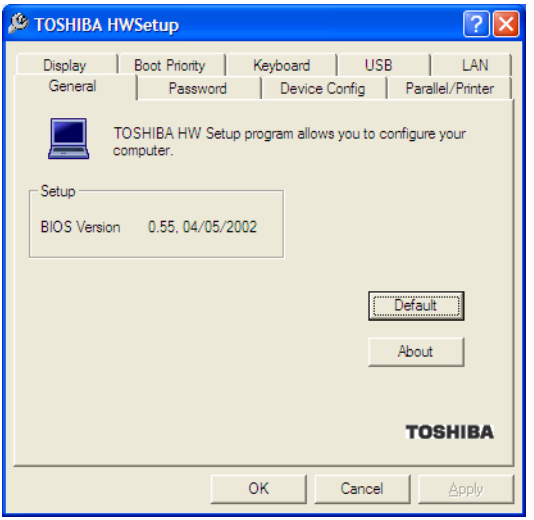
This tab enables you to choose an icon for your power usage mode, describe the mode's characteristics and, optionally, associate it with a program.

The Name field displays the name assigned to the mode in the Power Saver Properties window. You can change the name here if you wish.

Toshiba Hardware Setup

Toshiba Hardware Setup is the Toshiba configuration management tool. To access it:

In the TOSHIBA Console, click the **Toshiba Hardware** icon.



Sample TOSHIBA HWSetup window

The TOSHIBA HWSetup window appears with tabs for the following:

- Display — Allows you to select the built-in LCD and/or external monitor when the computer powers on.
- Boot Priority — Allows you to change the sequence in which your computer searches the drives for the operating system.

  You can also manually choose the Boot Priority by pressing the power button, then quickly pressing the F12 key, or the right or left arrow keys.

  Select the boot device by pressing the right or left arrow keys or the F12 key. Then press the Enter key.

NOTE Since the system is a quick-booting system, you must press the arrow keys or the F12 key immediately after pressing the power button.

- Keyboard — Allows you to enable or disable the "wake-up on keyboard" feature. The feature allows you to "wake" the machine from Standby by pressing a key.
- USB — Allows you to enable or disable USB Legacy Emulation.
- LAN — Lets you enable or disable LAN features.
- General — Shows the BIOS version, and allows you to set BIOS defaults.
- Password — Allows you to set or reset a user password for the power-on process and for instant security.
- Device Config — Shows the Device configuration options.
- Parallel/Printer — Allows you to configure the printer port type.

Choose the desired tab and accompanying options.

Chapter 7

If Something Goes Wrong

Some problems you may encounter when using your notebook computer are relatively easy to identify and solve. Others may require help from your dealer or the manufacturer of a software program.

This chapter aims to help you solve many problems by yourself. It covers the problems you are most likely to encounter. If all else fails, contact Toshiba. You will find information on Toshiba's support services at the end of this chapter.

Problems that are easy to fix

Your program stops responding.

If you are working with a program that suddenly freezes all operations, chances are the program has stopped responding. You can exit the failed program without shutting down the operating system or closing other programs.

To close a program that has stopped responding:

1 Press Ctrl, Alt, and Del simultaneously (once).

The Windows Task Manager window appears.

2 Click the **Applications** tab.

If a program has stopped responding, the words "not responding" appear beside its name in the list.

3 Select the program you want to close, then click **End Task**.

Closing the failed program should allow you to continue working. If it does not, continue with step 4.

4 Close the remaining programs one by one by selecting the program name, then **End Task**.

5 Turn off your computer according to the instructions in "Turn Off or Shut down command" on page 86.

Your program performs an illegal operation.

If you receive the message, "Your program has performed an illegal operation," you should record the details of the message and consult the software manufacturer.

To record the details:

1 Click the **Details** button and select the text the operating system displays.

The Details button displays information that the software manufacturer needs to help you solve your problem.

2 Press Ctrl and c simultaneously to copy the text to the clipboard.

3 Open Notepad (click **Start**, point to **All Programs**, then point to **Accessories** and click **Notepad**).

4 Press Ctrl and v simultaneously to paste the details into Notepad.

5 Press Enter to add a paragraph break and type some notes describing what you were doing when you received the message.

6 Save the file and refer to it when you contact the software manufacturer.

Problems when you turn on the computer

These problems may occur when you turn on the power.

The computer will not start.

Make sure you attached the AC adapter and power cable properly or installed a charged battery.

Press and hold down the power button until the on/off light changes to green.

If you are using the AC adapter, check that the wall outlet is working by plugging in another device, such as a lamp.

The computer starts but, when you press a key, nothing happens.

You are probably in Standby mode and have a software or resource conflict. When this happens, turning the power on returns you to the problem instead of restarting the system. To clear the condition, press Ctrl, Alt, and Del simultaneously, select **Shutdown**, then **Restart** to restart the computer.

Clearing the condition may get the computer running, but it will not solve a resource conflict. Read the documentation that came with the conflicting device and "Resolving a hardware conflict" on page 194.

The computer is not accessing the hard disk or the diskette drive.

Your computer normally loads the operating system from the hard disk. If you have a hard disk problem, you will not be able to start the computer. Insert a system diskette into the diskette drive, press the left or right arrow key and choose your boot-up device.

HINT: Press F12 as you power on the computer to access the menu.

The computer displays the WARNING RESUME FAILURE message.

The computer was placed in Standby mode and the battery has discharged. Data stored in the computer's memory has been lost.

To charge the RTC battery, leave the computer plugged into a live wall outlet and turned on until the RTC is fully charged. For more information, see "Power and the batteries" on page 200.

The computer displays the Non-System disk or disk error message.

Make sure there is no diskette in the diskette drive. If there is one, remove it and press any key to continue. If pressing any key does not work, press Ctrl, Alt, Del simultaneously, select **Shutdown**, then **Restart** to restart the computer.

The Windows® operating system is not working

Once you are familiar with the desktop and used to the way the operating system responds to your work routine, you can easily detect if the operating system is not working correctly. For example:

- The operating system fails to start after the Starting Windows XP message appears.
- The operating system takes a long time to start.
- The operating system responds differently from the normal routine.
- The screen does not look right.

Unless a hardware device has failed, problems usually occur when you change the system in some way such as installing a new program or adding a device.

If you experience any of these problems, use the options in the Startup menu to fix the problem.

Using Startup options to fix problems

If the operating system fails to start properly, you may have to change your system's configuration or verify the startup procedure to fix the problem. To do this, use the options in the Startup menu. This section describes each option and when to use the procedure.

To open the Startup menu:

1. Restart your computer.
2. Press F8 when your computer starts.

   The Windows® Advanced Options menu displays these options:

   - Safe Mode
   - Safe Mode (with Networking)
   - Safe Mode (with Command Prompt)
   - Enable Boot Logging
   - Enable VGA Mode
   - Last known good configuration (your most recent settings that worked)
   - Directory Services Restore Mode (Windows® domain controllers only)
   - Debugging Mode
   - Start Windows® normally
   - Reboot
   - Return to OS Choices Menu

See your Windows® documentation for further explanation.

TECHNICAL NOTE: If your computer is connected to a network, the Startup menu may display different versions of Safe mode.

Internet problems

My Internet connection is very slow.

Many factors contribute to the speed with which you can surf the Internet. They include: modem speed, time of day (when everyone else is surfing, your access can be slow) and popularity of the site. If accessing a particular site is very slow, try later.

My browser cannot find the URL address I typed in.

Make sure you separated the domain names of the address with the forward slash (/). Check the spelling of each name and the syntax of the address carefully. A single incorrect letter or missed character, comma instead of period (“dot”) or other mistake makes it impossible for your browser to locate the site.

My browser cannot find a site I bookmarked.

The World Wide Web is constantly changing. A site you bookmarked yesterday may not be available today or its server may be down for temporary repair. Try again later.

The Windows® XP operating system can help you

If the operating system has started properly, but you still have a problem using your computer, the online Help can assist you in troubleshooting the problem.

To access Windows® XP Help and Support:

1 Click **Start**, then click **Help and Support**.

The Help and Support Center window appears.

2 Then do one or both of the following:

- In the search field, type in the topic of the problem with which you need help and follow the on-screen instructions.
- Click a problem you would like help with from the listings and follow the on-screen instructions.

You can connect to Support Online by clicking **Support** from the menu.

Resolving a hardware conflict

If you receive an error message telling you there is a device driver conflict or a general hardware problem, try using Windows® Help and Support to troubleshoot the problem first.

For help on hardware conflicts:

1 Click **Start**, then click **Help and Support**.

2 Click the **Hardware** link in the window's left pane.

A list of category links appear.

3 Click the **Fixing a hardware problem**.

4 Choose from specific topics and follow the steps.

If there is still a problem, the operating system should display a message that explains what the conflict is.

A plan of action

The smooth operation of the system depends on the successful interaction of all devices, programs, and features. If the system or one of its attached devices is not working, resolving the problem can be time-consuming and frustrating.

The recommended procedure for getting multiple devices to work together is to add and set up one device at a time. After

you add each device, test it to make sure it and all previously connected devices work.

The device most recently connected to the system is the one most likely to be causing a hardware conflict.

Resolving hardware conflicts on your own

Computer components need resources to accomplish a task. A device, such as a disk drive or a modem, needs a channel to the computer's Central Processing Unit (CPU). It also needs a direct channel to the computer's memory to store information as it works. These channels of communication are commonly referred to as system resources.

Interrupt Request Channel

The channel to the CPU is called an Interrupt Request (IRQ) because it interrupts what the processor is doing and requests some of the processor's time.

NOTE Some of the IRQs may be shared by multiple devices. This is called IRQ sharing and is normal.

Direct Memory Access

Similarly, the data required by the device is stored in a specific place or address in memory called the Direct Memory Access (DMA). The DMA provides a dedicated channel for adapter cards to bypass the microprocessor and access memory directly. If two or more devices use the same DMA, the data required by one device overwrites the data required by the other, causing a hardware conflict.

Plug and Play

With Plug and Play and the Windows® XP operating system, avoiding hardware conflicts is easy. Plug and Play is a

computer standard that helps the system BIOS (basic input/output system) and the operating system to automatically assign resources to Plug and Play-compliant devices. In theory, if every device connected to the computer is Plug and Play-compliant, no two devices will compete for the same system resources. Simply connect the device and turn on your computer. The operating system automatically sets up your system to accommodate the new device.

If you connect an older (legacy) device that the operating system cannot recognize, the operating system may have difficulty assigning resources to it. As a result, a hardware conflict can occur. To see what resources the operating system has assigned to the device, see "Checking device properties" on page 197.

Resolving conflicts

There are things you can do to resolve hardware conflicts:

- Disable the device.

  For an older device, remove it from the computer.

- Disable another system component and use its resources for the new device, see "Fixing a problem with Device Manager" on page 197.

- Reconfigure the device so that its requirements do not conflict. Refer to the device's documentation for instructions about changing settings on the device.

Fixing a problem with Device Manager

Device Manager provides a way to check and change the configuration of a device.

CAUTION Changing the default settings using Device Manager can cause other conflicts that make one or more devices unusable. Device Manager is a configuration tool for advanced users who understand configuration parameters and the ramifications of changing them.

Disabling a device

1. Click **Start**, **Control Panel**, **Performance and Maintenance**, **Administrative Tools**.
2. Double-click the **Computer Management** icon.
3. In the left pane, click **Device Manager**.
4. Select the specific device from the device category.
5. In the toolbar, look to the far right for an icon of a monitor with a strike mark through a circle on the front. This is the disable feature.
6. Click the icon.

   You are given the option of disabling the device.
7. Click **yes** or **no**, whichever is appropriate.

Checking device properties

Device Manager provides a way to view the properties of a device. Properties include the name of the manufacturer, the type of device, the drivers installed, and the system resources assigned to the device.

To check a device's properties:

1. Click **Start**, **Control Panel**, **Performance and Maintenance**, **Administrative Tools**.
2. Double-click the **Computer Management** icon.
3. In the left pane, click **Device Manager**.
4. To view the device(s) installed, double-click the device type.
5. To view the properties, double-click the device.

   The operating system displays the Device Properties window, which provides an array of tabs. They may include:

   - The **General** tab, which provides basic information about the device.
   - The **Resource** tab, which lists resources assigned to the device.
   - The **Drivers** tab, which displays the driver being used by the device.

A Troubleshooting button is also present.

Click **Troubleshooting.**

A Help and Support window for that device appears.

For more information about Device Manager, refer to Windows® XP online help.

Memory module problems

CAUTION Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

To avoid damaging the memory module, be careful not to touch its gold connector bar (on the side you insert into the computer).

Incorrectly connected or faulty memory modules may cause errors that seem to be device-related. It is worthwhile checking for these first:

1. Turn off your computer according to the instructions in "Turn Off or Shut down command" on page 86.
2. Remove the memory module, following the instructions in "Removing a memory module" on page 58.
3. Reinstall the memory module, following the instructions in "Installing additional memory (optional)" on page 54, and making sure it is seated properly.
4. Check for the error again.
5. If the error recurs, remove the memory module entirely and check for the error again.

   If removing the memory module eliminates the error, the memory module may be faulty. If the error recurs without the memory module installed, the error is not caused by the memory module.

TECHNICAL NOTE: You must have at least one memory module installed for the computer to work.

Power and the batteries

Your computer receives its power through the AC adapter and power cable or from the system batteries (main battery and real-time clock (RTC) battery). Power problems are interrelated. For example, a faulty AC adapter or power cable will neither power the computer nor recharge the batteries.

Here are some typical problems and how to solve them:

The AC power light does not come on when you plug in the AC adapter and power cable.

Make sure the AC adapter and power cable are firmly plugged into both the wall outlet and the computer.

If the AC power light still does not come on, check that the wall outlet is working properly by plugging in a lamp or other appliance.

The AC adapter and power cable work correctly, but the battery will not charge.

The battery does not charge while the computer is consuming full power. Try turning off the computer.

The main battery may not be inserted correctly in the computer. Turn off the computer, remove the battery, clean the contacts with a soft dry cloth (if necessary) and replace the battery.

The battery may be too hot or too cold to charge properly. If you think this is the probable cause, let the battery reach room temperature and try again.

If the battery has completely discharged, it will not begin charging immediately. Leave the AC adapter and power cable connected, wait 20 minutes and see if the battery is charging.

If the battery light is glowing after 20 minutes, let the computer continue charging the battery for at least another 20 minutes before you turn on the computer.

If the battery light does not glow after 20 minutes, the battery may have reached the end of its useful life. Try replacing it.

The battery appears not to power the computer for as long as it usually does.

If you frequently recharge a partially charged battery, it may not charge fully. Let the battery discharge completely, then try charging it again.

Check the power options using the Power Management utility. Have you added a device, such as a PC Card or memory module, that takes its power from the battery? Is your software using the hard disk more? Is the display set to turn off automatically? Was the battery fully charged to begin with? All these conditions affect how long the charge lasts.

For more information on maximizing battery power, see "Charging the batteries" on page 107.

Keyboard problems

If, when you type, strange things happen or nothing happens, the problem may be related to the keyboard itself.

The keyboard produces unexpected characters.

A keypad overlay may be on. If the numeric keypad or cursor control light is on, press Fn and F10 simultaneously to turn off the cursor control light or press Fn and F11 simultaneously to turn off the numeric keypad light.

If the problem occurs when both the keypad overlays are off, make sure the software you are using is not remapping the keyboard. Refer to the software's documentation and check that the program does not assign different meanings to any of the keys.

You have connected an external keyboard and the operating system displays one or more keyboard error messages.

If you have a second keyboard, try it. If it works, the first keyboard may be defective or incompatible with your computer.

Display problems

Here are some typical display problems and their solutions:

The display is blank.

Display Auto Off may have gone into effect. Press any key to activate the screen.

You may have activated the instant password feature by pressing Fn and F1 simultaneously. If you have registered a password, press the Enter key, type the password and press Enter. If no password is registered, press Enter. The screen reactivates and allows you to continue working.

The following display options may be available on your system:

- Built-in display panel only
- Built-in display panel and external monitor simultaneously
- External monitor only
- External video device only (composite port)

To open the display options window, press Fn and F5 simultaneously. To choose the desired option, hold down Fn and press F5 repeatedly until your choice is selected.

To decrease or increase screen brightness you can use the hot keys Fn + F6 or Fn + F7.

If you are using an external monitor:

- Check that the monitor is turned on.
- Check that the monitor's power cable is firmly plugged into a working power outlet.
- Check that the cable connecting the external monitor to the computer is firmly attached.
- Try adjusting the contrast and brightness controls on the external monitor.

- Make sure the display choice is not set for the built-in screen only.

The screen does not look right.

You can change the display settings by clicking a blank area of the desktop with the secondary control button, then clicking Properties. This displays the Display Properties window. The Appearance tab of this window allows you to choose the colors for the screen. The Settings tab allows you to choose the screen resolution.

The built-in screen flickers.

Some flickering is a normal result of the way the screen produces colors. To reduce the amount of flickering, try using fewer colors.

To change the number of colors displayed:

1. Point at the desktop and click with the secondary button.
2. Click **Properties**, and then the **Settings** tab.
3. Change the Colors option and click **OK**.

For more information, see Windows® Help.

A message tells you that there is a problem with your display settings and that the adapter type is incorrect or the current settings do not work with your hardware.

Reduce the size of the color palette to one that is supported by the computer's internal display.

To change the display properties:

1. Point at the desktop and click with the secondary button.

   The Display Properties window appears.
2. Click **Properties**, then click the **Settings** tab.
3. Adjust the screen resolution and/or color quality.
4. Click **OK**.

The display mode is set to Simultaneous and the external display device does not work.

Make sure the external monitor is capable of displaying at resolutions of 800 x 600 or higher.

Small bright dots appear on your TFT display when you turn on your computer.

Your display contains an extremely large number of thin-film transistors (TFT) and is manufactured using high-precision technology. The small bright dots that appear on your display are an intrinsic characteristic of the TFT manufacturing technology.

Disk drive problems

Problems with the hard disk or with a diskette drive usually show up as an inability to access the disk or as sector errors. Sometimes a disk problem may cause one or more files to appear to have garbage in them.

Typical disk problems are:

You are having trouble accessing a disk, or one or more files appear to be missing.

Make sure you are identifying the drive by its correct name (A: or C:).

Error-checking

Run Error-checking, which analyzes the directories, files and file system on the disk and repairs any damage it finds:

To run Error-checking:

1. Click **Start**, then click **My Computer**.
2. Right-click the drive you want to check and click **Properties**.

   The drive's properties box appears.
3. Click the **Tools** tab.

4 Click the **Check Now** button.

The Check Disk window appears.

5 You can choose one or both options:

- Automatically fix file system errors
- Scan for and attempt recovery of bad sectors

6 Click **Start**.

The Error-checking test runs.

Your hard disk seems very slow.

If you have been using your computer for some time, your files may have become fragmented. Run Disk Defragmenter. To do this, click **Start**, then click **All Programs**, point to **Accessories** and **System Tools**, and click **Disk Defragmenter**.

Your data files are damaged or corrupted.

Refer to your software documentation for file recovery procedures. Many software packages automatically create backup files.

You may also be able to recover lost data using utility software, which is available from your dealer.

Some programs run correctly but others do not.

This is probably a configuration problem. If a program does not run properly, refer to its documentation and check that the hardware configuration meets its needs.

A diskette will not go into the external diskette drive.

You may already have a diskette in the drive. Make sure the drive is empty.

You may be inserting the diskette incorrectly. Hold the diskette with the hub side facing down, and insert it so that the metal head window cover goes into the drive first.

The metal cover or a loose label may be obstructing the path into the drive. Carefully inspect the diskette. If the metal

cover is loose, replace the diskette. If the label is loose, replace the label and try inserting the diskette again.

The computer displays the Non-system disk or disk error **message**.

If you are starting the computer from a diskette, the diskette in the drive does not have the files necessary to start the computer. Replace it with a bootable diskette.

The drive cannot read a diskette.

Try another diskette. If you can access the second diskette, the first diskette (not the drive) is probably causing the problem. Run Error-checking on the faulty diskette (for instructions, see "Disk drive problems" on page 204).

DVD-ROM or multi-function drive problems

You cannot access a disc in the drive.

Make sure the drive tray has closed properly. Press gently until it clicks into place.

Open the drive tray and remove the disc. Make sure the drive tray is clean. Any dirt or foreign object can interfere with the laser beam.

Examine the disc to see whether it is dirty. If necessary, wipe it with a clean damp cloth dipped in water or a neutral cleaner.

Replace the disc in the tray. Make sure it is lying flat, label side up. Press the disc down until it locks on the spindle. Close the drive tray carefully, making sure it has shut completely.

You press the disc eject button, but the drive tray does not slide out.

Make sure the computer is connected to a power source and turned on. The DVD-ROM or multi-function drive eject mechanism requires power to operate.

To remove a disc without turning on the computer, use a narrow object, such as a straightened paper clip, to press the manual eject button. This button is in the small hole next to the disc eject button on the right side of the computer.

CAUTION Never use a pencil to press the manual eject button. Pencil lead can break off inside the computer and damage it.

Some discs run correctly, but others do not.

If the problem is with an application CD-ROM, refer to the software's documentation and check that the hardware configuration meets the program's needs.

The color of the materials used to make the disc can affect its reliability. Silver-colored CD-ROMs are the most reliable, followed by gold-colored CD-ROM. Green-colored CD-ROMs are the least reliable.

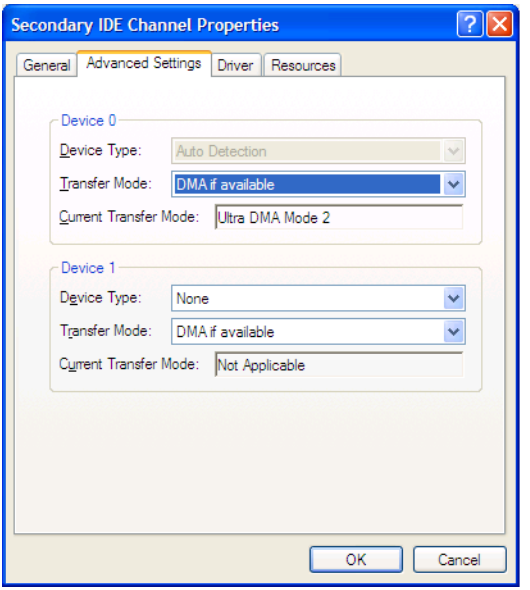
Secondary IDE Channel DMA setting

To ensure the Secondary IDE Channel DMA setting:

1. Click **Start**, **Control Panel**, **Printers and Other Hardware**.
2. Click the **System** icon in the left window pane.

   The System Properties window appears.
3. Click the **Hardware** tab.
4. Click the **Device Manager** button.
5. Click **+** to open the IDE ATA/ATAPI Controllers.
6. Double-click the **Secondary IDE Channel**.

The Secondary IDE Channel Properties window appears.



Sample Secondary IDE Channel Properties window

7 Click the **Advanced Settings** tab.

8 Look at Device 0. The current transfer mode should be Ultra DMA Mode 2. If it is not, select Ultra DMA Mode 2 from the pull-down menu and click **OK**.

Sound system problems

You do not hear any sound from the computer.

Adjust the volume control.

If you are using external headphones or speakers, check that they are securely connected to your computer.

The computer emits a loud, high-pitched noise.

This is feedback between the microphone and the speakers. It occurs in any sound system when input from a microphone is fed to the speakers and the speaker volume is too loud. Adjust the volume control.

Changing the settings for the Record Monitor feature in the Recording Control Utility (default Off), or the Mute feature in the Mixer Utility (default Enabled), may cause feedback. Revert to the default settings.

PC Card problems

PC Cards (PCMCIA-compatible) include many types of devices, such as a removable hard disk, additional memory, or a pager.

Most PC Card problems occur during installation and setup of new cards. If you're having trouble getting one or more of these devices to work together, several sections in this chapter may apply.

Resource conflicts can cause problems when using PC Cards. See "Resolving a hardware conflict" on page 194.

Card Information Structure

When you insert a PC Card into the slot, the computer attempts to determine the type of card and the resources it requires by reading its Card Information Structure (CIS). Sometimes the CIS contains enough information for you to use the card immediately.

Other cards must be set up before you can use them. Use the Windows® XP PC Card (PCMCIA) Wizard to set up the card. Refer to your Microsoft® documentation for more information, or refer to the documentation that came with the PC Card.

Some card manufacturers use special software called *enablers* to support their cards. Enablers result in nonstandard configurations that can cause problems when installing the PC Card.

If your system does not have built-in drivers for your PC Card and the card did not come with an operating system driver, it may not work under the operating system. Contact the

manufacturer of the PC Card for information about using the card under the operating system.

PC Card checklist

- Make sure the card is inserted properly into the slot.

  See "Using PC Cards" on page 171 for how to insert PC Cards.

- Make sure all cables are securely connected.
- Occasionally a defective PC Card slips through quality control. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again, it may be defective.

Resolving PC Card problems

Here are some common problems and their solutions:

The slot appears to be dead. PC Cards that used to work no longer work.

Check the PC Card status:

1. Click **Start**.
2. Click **My Computer** icon with the secondary button, then click **Properties**.

   The System Properties window appears.
3. Click the **Hardware** tab.
4. Click the **Device Manager** button.
5. Double-click the appropriate category for the PC Card being used.
6. Double-click the name of the PC Card device.

   The operating system displays your PC Card's Properties window, which contains information about your PC Card configuration and status.

The computer stops working (hangs) when you insert a PC Card.

Remove the PC Card. If removing the PC Card does not resolve the problem, try restarting the computer. If the computer still does not work, contact the PC Card's manufacturer.

Hot swapping (removing one PC Card and inserting another without turning the computer off) fails.

Follow this procedure before you remove a PC Card:

1. Click the **Safely Remove Hardware** icon on the System tray.
2. Click **Safely remove *xxxx***, where *xxxx* is the identifier for your PC Card.

   The operating system displays a message that you may safely remove the card.
3. Remove the card from the slot.

The system does not recognize your PC Card.

Refer to the PC Card documentation.

Removing a malfunctioning card and reinstalling it can correct many problems. For more information, see "Using PC Cards" on page 171.

A PC Card error occurs.

Reinsert the card to make sure it is properly connected.

If the card is attached to an external device, check that the connection is secure.

Refer to the card's documentation, which should contain a troubleshooting section.

Printer problems

This section lists some of the most common printer problems:

The printer will not print.

Check that the printer is connected to a working power outlet, turned on and ready (on line).

Check that the printer has plenty of paper. Some printers will not start printing when there are just two or three sheets of paper left in the tray.

Make sure the printer cable is firmly attached to the computer and the printer.

Run the printer's self-test to check for any problem with the printer itself.

Make sure you installed the proper printer drivers, as described in "Setting up a printer" on page 51.

You may have connected the printer while the computer is on. Disable Standby mode, turn off the computer, and turn off the printer. Turn the printer back on, make sure it is on line, then turn the computer back on.

Try printing another file. For example, you could create and attempt to print a short test file using Notepad. If a Notepad file prints correctly, the problem may be in your original file.

If you cannot resolve the problem, contact the printer's manufacturer.

The printer will not print what you see on the screen.

Many programs display information on the screen differently from the way they print it. See if your program has a print preview mode. This mode lets you see your work exactly as it will print. Contact the software manufacturer for more information.

Modem problems

This section lists common modem problems:

The modem will not receive or transmit properly.

Make sure the cable from the modem to the telephone line is firmly connected to the computer's modem port and the telephone line jack.

Check the port settings to make sure the hardware and software are referring to the same COM port. See "Determining the COM port" on page 159.

Check the communications parameters (baud rate, parity, data length and stop bits) specified in the communications program. It should be set up to transmit at 300, 1200, 2400, 4800, 9600, 14400, 28800, 33600 bps (bits per second) or higher. Refer to the program's documentation and the modem guide for information on how to change these settings.

For more information, visit toshiba.com.

The modem is on, set up properly and still will not transmit or receive data.

Make sure the line has a dial tone. Connect a telephone handset to the line to check this.

The other system may be busy or off line. Try making a test transmission to someone else.

Develop good computing habits

Make sure you are prepared.

Save your work frequently.

You can never predict when your computer will lock, forcing you to close a program and lose unsaved changes. Many software programs build in an automatic backup, but you should not rely solely on this feature. Save your work! See "Computing tips" on page 68 for instructions.

On a regular basis, back up the information stored on your hard disk.

Here are some ways you can do this:

- Copy files to diskette, following the steps in "Saving your work" on page 74.
- Copy files to your network partition.
- Connect a tape drive to the system and use specialized software to copy everything on the hard disk to a tape.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to diskette on a daily basis.

If you have installed your own programs, you should back up these programs as well as your data files. If something goes wrong that requires you to reformat your hard disk and start again, reloading all your programs and data files from a backup source will save time.

Read the user's guides.

It is very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how the computer and its software work together.

Get familiar with all the user's guides provided with your computer, as well as the guides that come with the programs and devices you purchase.

Your local computer store or book store sells a variety of self-help books you can use to supplement the information in the guides.

If you need further assistance

If you have followed the recommendations in this chapter and are still having problems, you may need additional technical assistance. This section contains the steps to take to ask for help.

Before you call

Since some problems may be related to the operating system or the program you are using, it is important to investigate other sources of assistance first.

Try the following before contacting Toshiba:

- Review the troubleshooting information in your operating system documentation.
- If the problem occurs while you are running a program, consult the program's documentation for troubleshooting suggestions. Contact the software company's technical support group for their assistance.
- Consult the dealer or authorized Toshiba representative from whom you purchased your computer and/or program. Your dealer is your best source for current information.

Detailed system specifications are available at www.ts.toshiba.com by selecting your particular product and model number, clicking **GO**, and then clicking the **Detailed Specs** link from the menu on the left. Or just refer to the computer documentation shipped with your product.

For the number of a Toshiba dealer near you in the United States, call: (800) 457-7777.

Contacting Toshiba

If you still need help and suspect that the problem is hardware-related, Toshiba offers a variety of resources to help you.

Toshiba voice contact

Before calling Toshiba, make sure you have:

- Your computer's serial number.
- The computer and any optional devices related to the problem.

- The Recovery media that came with your system.
- Name and version of the program involved in the problem along with its installation media.
- Information about what you were doing when the problem occurred.
- Exact error messages and when they occurred.

For technical support, call the Toshiba Global Support Centre:

Within the United States at (800) 457-7777

Outside the United States at (949) 859-4273

Other Toshiba Internet Web sites

toshiba.com	Worldwide Toshiba corporate site
computers.toshiba.com	Marketing and product information in the USA
www.toshiba.ca	Canada
www.toshiba-Europe.com	Europe
www.toshiba.co.jp/index.htm	Japan
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01-059 Warszawa
Poland

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Ur. Quinta Grande
2720 Alfragide
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Alexandra Technopark
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Slovakia

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171 27 Solna
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Weybridge KT15 2UL
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United States

The Rest of Europe
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D-4-1460 Neuss
Germany

Appendix A

Hot Keys

Hot keys are keys that, when pressed in combination with the Fn key, turn system functions on and off. Hot keys have a legend on or above the key indicating the option or feature the key controls.

Volume Mute

Fn +

This hot key enables/disables volume mute on your computer.

When volume mute is enabled, no sound will come from the speakers or headphones.

Instant password security

Fn +

This hot key blanks the display.

Without a password

The Fn + F1 key combination turns off the display and activates instant security. Using the pointing device or any key will

make the display's content reappear, if no password is set for the current user.

With a password

The Fn + F1 key combination turns off the display and activates instant security.

If you set a blank screen saver, pressing the Fn + F1 key combination to activate instant security will cause the screen to go blank. Using the pointing device or any key will make the display's content reappear. The Windows® operating system log-on screen will appear, prompting you for a password. After typing in the password for the current user, press Enter.

To activate the password feature:

1. Click **Start**, **Control Panel**.
2. Click **Appearances and Themes**.
3. Click one of the following:
   - **Choose a screen saver** in the "Pick a task" section.
   - **Display** in the "or pick a Control Panel icon" section.

   The Display Properties window appears.
4. If you clicked **Choose a screen saver**, the Screen Saver tab has already been selected. If it is not selected, click the **Screen Saver** tab.
5. Click the **On resume, password protected** check box.
6. Click **OK**.

Maintaining security when the battery is not fully charged

When the battery is not fully charged (even if the computer is operating on AC power) your display may reappear automatically after a short time. To protect your desktop, you must set up a screen saver with a password before activating the password feature.

To set up a password with a screen saver, go to Windows XP help for instructions:

1. Click **Start**, **Help and Support**.
2. In the **Search** field, type password screen saver.
3. Press Enter.
4. Click the **Protect your files with a screen saver password link** located under the suggested topics.

Follow the steps listed in the Windows help to set up your password-protected screen saver.

To ensure the password protection is activated after pressing Fn + F1 (to activate instant security), wait ten seconds before walking away from the computer.

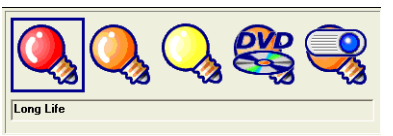
Power usage mode

Fn +

This hot key displays the power usage pop-up window and cycles through the battery save modes.

The power usage modes in the operating system under battery power are:

Long Life, Normal, High Power, DVD Playback and Presentation



Sample power usage modes

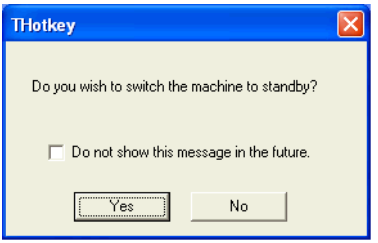
The power usage mode in the Windows® operating system under AC power is Full Power only.

Standby mode

Fn +

This hot key puts the computer into Standby mode.

- A message box is displayed by default to confirm that the computer is going into Standby mode. This message box can be set so it does not display.



Sample Standby confirmation box

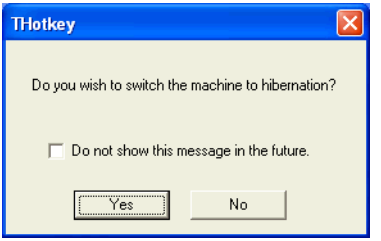
- For more information about Standby mode, please see "Using Standby" on page 100.

Hibernation mode

Fn +

This hot key puts the computer into Hibernation mode.

- If Hibernation mode is enabled (the default) a message box is displayed by default to confirm the computer is going into Hibernation mode. The message box can be set so it does not display.



Sample Hibernation confirmation box

- If Hibernation mode is disabled, this hot key will not respond. For more information on Hibernation mode, see "Using Hibernation" on page 93.

Display modes

Fn +

This hot key cycles through the power-on display options.

The display modes are:

- Built-in display panel only
- Built-in display panel and external monitor simultaneously
- External monitor only
- Built-in display panel and external video device simultaneously
- External video device only

Sample display options window

In order to use a simultaneous mode, you must set the resolution of the internal display panel to match the resolution of the external display device.

Display brightness

Fn +

The Fn + F6 hot key decreases the screen brightness.

Fn +

The Fn + F7 hot key increases the screen brightness.

Sample display brightness window

Disabling or enabling the TouchPad

Fn +

This hot key enables/disables the TouchPad.

To use the TouchPad, see "Disabling or enabling the TouchPad" on page 50.

Sample disable and enable TouchPad windows

Keyboard hot keys

Fn +

This hot key turns the cursor control overlay on and off.

Fn +

This hot key turns the numeric overlay on and off.

Fn +

This hot key turns the scroll lock feature on and off.

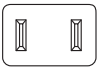
For more information, see "Overlay keys" on page 71.

Appendix B

Power Cable Connectors

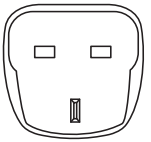
Your notebook computer features a universal power supply you can use worldwide. This appendix shows the shapes of the typical AC power cable connectors for various parts of the world.

USA and Canada



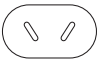
UL approved
CSA approved

United Kingdom



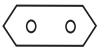
BS approved

Australia



AS approved

Europe



VDA approved
NEMKO approved

Appendix C

Using ConfigFree™ with your Toshiba Computer

ConfigFree™ is a set of utilities used for configuring networks that use both wired and wireless network devices. These utilities include the following:

- Connectivity Doctor — The Connectivity Doctor utility is used to help fix networking problems with your notebook computer. For more information, see "Connectivity Doctor" on page 231.
- Device Settings — The Device Settings utility is used to enable and disable any of the wired, wireless, and infrared (for systems with infrared) network devices. You can also change the device properties of your wired and wireless local area network (LAN), and specify settings to automatically switch between wired and wireless LAN. For more information, see "Device Settings" on page 232.
- Profile Settings — The Profiles utility is used to enable a faster and more efficient network configuration. Multiple profiles can be created for various network configurations. For more information, see "Profile Settings" on page 234.

- Quick Connect — The Quick Connect utility is used to configure a wireless LAN connection (ad hoc connection) between a personal computer and a Toshiba Wireless Projector. The Toshiba Wireless Projector utility must be installed in order to enable Quick Connect. For more information, see "Quick Connect" on page 235

Getting Started

This section contains information about the ConfigFree main screen, and how to start and configure ConfigFree.

ConfigFree Main Screen

ConfigFree main screen

- **Stay on the task tray** — Select this check box to display the ConfigFree icon in the taskbar.
- **Options** — Use to configure options in ConfigFree. For more information, see "Configuring ConfigFree" on page 230.

- **Create LOG** — Creates and displays a log file containing diagnostic information about devices connected to the network.
- **About** — Displays version information about ConfigFree.
- **Help** — Displays the online help file.

Starting ConfigFree

To start ConfigFree, do any of the following:

- (Microsoft® Windows® XP users) Click the **Start** button, and then point to **All Programs**. Point to the **TOSHIBA ConfigFree** folder, and then click **ConfigFree**.
- (Microsoft® Windows® 2000 users) Click the **Start** button, and then point to **Programs**. Point to the **TOSHIBA ConfigFree** folder, and then click **ConfigFree**.
- Double-click the **ConfigFree** icon on the taskbar.
- Click the **ConfigFree** icon on the taskbar, and then click the desired utility.
- Press the **Toshiba Console** button (if applicable to your system) to open the Toshiba Console, and then click the **ConfigFree** icon.

Configuring ConfigFree

The ConfigFree Option dialog box is used to specify various options, such as whether certain warning messages should display and what information should be captured when creating a profile. You can also enable and disable sounds from this dialog box.

To access the ConfigFree Option dialog box, do one of the following:

- Open ConfigFree, and then click **Options**.

- Right-click the **ConfigFree** icon on the taskbar, and then click **Options**.

For more information on configuring ConfigFree, see the online help.

ConfigFree Utilities

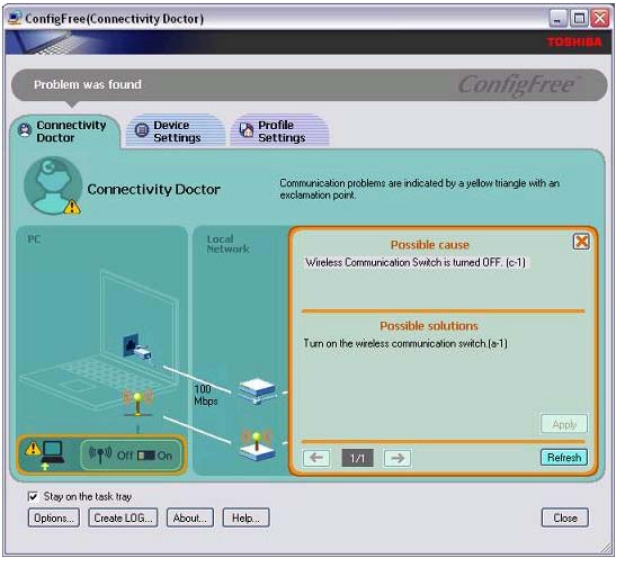
Connectivity Doctor

The Connectivity Doctor displays the connection configuration and the status of all wired and wireless LAN devices that are connected to the network. For wireless network devices, the signal strength and WEP (Wired Equivalent Privacy) key settings (if applicable) also display.

NOTE Infrared (for systems with infrared) and dial-up devices are not tested by the Connectivity Doctor.

If a problem, or potential problem, is detected, an exclamation point displays in the Connectivity Doctor screen at the relevant location. You can then view a possible cause and solution for the problem by clicking on the exclamation point.

For example, if the connection to a wireless network cannot be established because the wireless communication switch is turned off, an exclamation point displays next to the wireless communication switch. Upon clicking the exclamation point, a description of the problem and a solution displays.

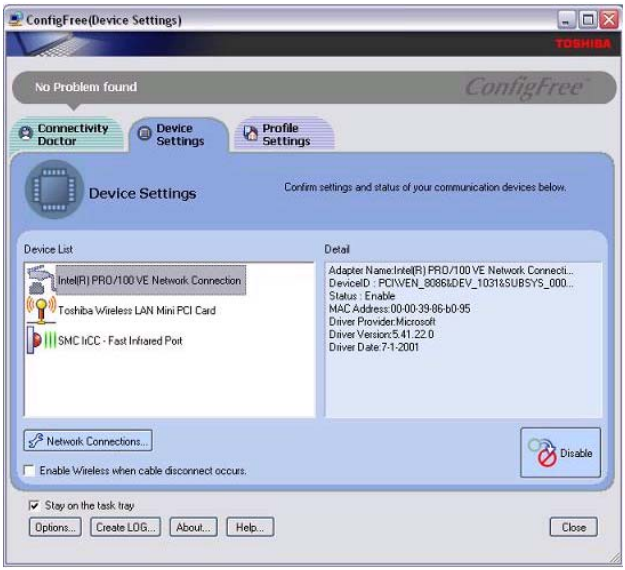


The Connectivity Doctor

The Connectivity Doctor screen automatically refreshes. However, you can also use the **Refresh** button to refresh the screen.

Device Settings

The Device Settings screen displays a list of all wired, wireless, and infrared (for systems with infrared) devices that are connected to the network. Detailed information about each device, such as the driver version number and the status, are also displayed.

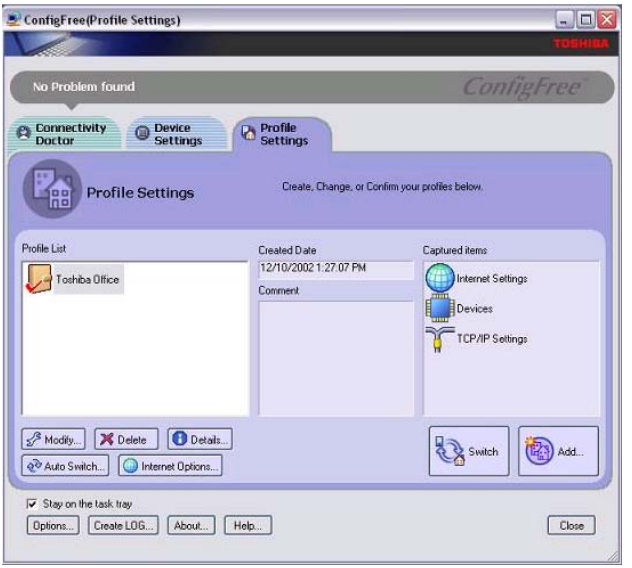


Viewing the device settings

- **Network Connections** — Displays the Network Connection window, which contains detailed information about the network connection.
- **Enable/Disable** — You can easily enable or disable any of the listed devices simply by selecting the desired device, and then clicking the **Enable/Disable** button. Each time a device is enabled or disabled, the status of the device will change.
- **Enable Wireless when cable disconnect occurs** — Select this check box to enable the Auto Switch feature. For more information, see "Using Auto Switch" on page 236.

Profile Settings

The Profile Settings utility displays a list of all the registered profiles in ConfigFree. You can also add, modify, and delete profiles; switch the profile being used; and view specific details about each profile.



Viewing registered profiles

- **Details** — The **Details** button displays the ConfigFree Details screen. This screen displays detailed information for each profile and can be used to view the various settings for each registered profile.
- **Auto Switch** — The **Auto Switch** button accesses the Auto Switch feature. For more information, see "Using Auto Switch" on page 236.
- **Internet Options** — The **Internet Options** button opens the Microsoft® Windows® Internet Options dialog box. See your Microsoft® Windows® documentation for more information.

Add, Modify, and Delete a Profile

- To add a new profile to ConfigFree, click the **Add** button in the Profile Settings screen. To overwrite an existing profile, select the profile to be overwritten, and then click **Add**.
- To modify an existing profile, select the profile you want to modify, and then click **Modify**.
- To delete an existing profile, select the profile to be deleted, and then click **Delete**. A message box displays confirming that you want to delete the profile.

Switch Profiles

To switch the profile that is being used, select the profile you want to switch to, and then click **Switch**.

Quick Connect

The Quick Connect feature switches the Wireless LAN connection to connect to the Toshiba Wireless Projector.

As a result, you will not be able to use the network to connect to a Toshiba Wireless Projector when the wireless LAN Configuration is set to Ad hoc. If you are connected to an access point, the connection will be broken and later re-established.

If the Toshiba Wireless Projector setting has been changed from the default, change the connection setting by using Quick Connect-Setup menu.

NOTE The connection will be made in Ad hoc mode, therefore, if the setting on the Toshiba Wireless Projector is in Infrastructure mode, it will not connect.

If the wireless mode for the wireless setting is set for 5GHz (802.11a), Quick Connect will change this mode to 2.4GHz (802.11b), and then connect to the projector.

The wireless LAN configuration will return to the default settings under the following conditions:

- If the Toshiba Wireless Projector utility is closed.
- If you select Toshiba Wireless Projector (DPJ) from the ConfigFree tray menu (this will disconnect the wireless LAN connection).
- If you select a profile from the ConfigFree tray menu or when you disable a wireless device.
- If you close ConfigFree.

Using Auto Switch

The Auto Switch feature contains options for automatically switching network devices and profiles if a network connection should fail.

- **Auto Switch (Cable Disconnect)** — This option automatically switches network devices if a wired network cable is disconnected. For more information, see "Auto Switch (Cable Disconnect)" on page 237.
- **Auto Switch (SSID)** — If your notebook computer is connected to a wireless LAN network, ConfigFree automatically switches profiles if a network failure occurs. For more information, see "Auto Switch (SSID)" on page 237.

A message displays each time the Auto Switch feature is applied. You then have the option of disabling the Auto Switch option for future use.

You can access the Auto Switch feature in any of the following ways:

- From the taskbar, right-click the Config Free icon, and then click Auto Switch.

- From the Profile Settings screen, you can click the **Auto Switch** button.

Auto Switch (Cable Disconnect)

If a wired network cable is disconnected from the network, the Auto Switch (Cable Disconnect) option will automatically switch to another network device.

- **Enable Wireless when cable disconnect occurs** — If your notebook computer is connected to multiple wired LAN devices, and the physical connection to all of these devices is disconnected, ConfigFree switches to a wireless LAN device.

However, if the cable connection to only one wired LAN device is disconnected, ConfigFree will not switch to a wireless device.

Auto Switch (SSID)

The Auto Switch (SSID) option automatically switches to a different profile if your notebook computer is connected to a wireless LAN network and a network failure occurs.

ConfigFree detects the Service Set Identifier (SSID) of the wireless network that you are connected to. If the SSID matches the Wireless Network SSID specified in Auto Switch, the ConfigFree switches to the corresponding profile.

NOTE If your notebook computer is connected to multiple wireless LAN devices, the Auto Switch (SSID) feature is disabled. To enable this feature, only one wireless LAN device can be used.

Glossary

TECHNICAL NOTE: Some features defined in this glossary may not be available on your computer.

Acronyms

The following acronyms may appear in this user's guide.

AC	alternating current
BIOS	basic input/output system
bps	bits per second
CD	compact disc
CD-ROM	compact disc read-only memory
CD-RW	compact disc rewrite memory
CMOS	complementary metal-oxide semiconductor
COM1	communications port 1 (serial port)
COM2	communications port 2 (serial port)
CPU	central processing unit
DC	direct current

DMA	direct memory access
DIMM	dual inline memory module
DOS	disk operating system
DPI	dots per inch
DSTN	dual supertwist nematic
DVD	digital versatile (or video) disc
DVD-ROM	digital versatile (or video) disc read-only memory
ECP	enhanced capabilities port
EPROM	erasable programmable read-only memory
FAT	file allocation table
FCC	Federal Communications Commission
FIR	fast infrared
GB	gigabyte
HDD	hard disk drive
HTML	Hypertext Markup Language
IEEE	Institute of Electrical and Electronics Engineers
I/O	input/output
IRQ	interrupt request
ISP	Internet service provider
KB	kilobyte
LAN	local area network
LCD	liquid crystal display
LPT1	line printer port 1 (parallel port)
LSI	large-scale integration
MB	megabyte
MIDI	Musical Instrument Digital Interface
NTFS	NT file system
PC	personal computer
PCI	Peripheral Component Interconnect

PCMCIA	Personal Computer Memory Card International Association
RAM	random access memory
RFI	radio frequency interference
ROM	read-only memory
RTC	real-time clock
SCSI	small computer system interface
SDRAM	synchronous dynamic random access memory
SRAM	static random access memory
SVGA	super video graphics adapter
TFT	thin film transistor
USB	universal serial bus
URL	uniform resource locator
WAN	wide area network
www	World Wide Web

Terms

The following terms may appear in this user's guide.

A

active-matrix display — A liquid crystal display (LCD) made from an array of liquid crystal cells using active-matrix technology. Also known as a "TFT display," in its simplest form there is one thin film transistor (TFT) for each cell. This type of display works well with notebook computers because of its shallow depth and high-quality color. Active-matrix displays are viewable from wider angles than most passive-matrix displays.

adapter — A device that provides a compatible connection between two units. For example, the computer's internal display adapter receives information from the software and translates it into images on the screen. An adapter can take a number of forms, from a microprocessor to a simple connector. An intelligent adapter (one that is capable of doing some processing) may also be called a controller.

alternating current (AC) — The type of power usually supplied to residential and commercial wall outlets. AC reverses its direction at regular intervals. Compare *direct current (DC).*

application — A computer program that you use to perform tasks of a specific type. Applications include word processors, spreadsheets, and database management systems. See also *program*.

B

backup — A copy of a file, usually on a removable disk, kept in case the original file is lost or damaged.

basic input/output system (BIOS) — See *BIOS.*

baud rate — The speed at which a communication device, such as a printer or modem, transmits information. Baud rate is the number of signal changes per second (not necessarily the same as bits per second). See also *bits per second.*

BIOS (basic input/output system) — Basic instructions, stored in read-only memory (ROM), containing the information the computer needs in order to check hardware and load the operating system when you start up the computer.

bit: — Short for "binary digit." A bit is the smallest unit of information used by a computer. A group of eight bits is a byte. See also *byte*.

bits per second (bps) — A way of measuring the speed at which information is passed between two devices. The basic measure used in modem communications, bps is similar, but not identical, to the baud rate. See also *baud rate*.

boot — To start the computer. The term "boot" originates from bootstrap program (as in "pulling itself up by its bootstraps"), a program that loads and initializes the operating system. See also *reboot.*

boot disk — See *system disk.*

boot priority (startup sequence) — The order in which the computer accesses its disk drives to locate the startup files. Under the default startup sequence, the computer looks for the startup files in the diskette drive before checking the hard disk.

bus — An electrical circuit that connects the central processing unit (CPU) with other parts of the computer, such as the video adapter, disk drives, and ports. It is the pathway through which data flows from one device to another. See also *bus speed*, *frontside bus*.

bus speed — The speed at which the central processing unit (CPU) communicates with the other parts of the computer.

byte — A sequence of eight bits. A byte is the smallest addressable unit of data. See also *bit, gigabyte, kilobyte*, *megabyte*.

C

cache — A section of very fast memory in which frequently used information is duplicated for quick access. Accessing data from cache is faster than accessing it from the computer's main memory. See also *CPU cache, L1 cache, L2 cache.*

CD — An individual compact disc. See also *CD-ROM.*

CD-ROM (compact disc read-only memory) — A form of high-capacity storage that uses laser optics instead of magnetic means for reading data. See also *CD*. Compare *DVD-ROM.*

central processing unit (CPU) — The chip that functions as the "brain" of the computer. It takes information from outside sources, such as memory or keyboard input, processes the information, and sends the results to another device that uses the information.

character — Any letter, number, or symbol you can use on the computer. Some characters are non-printing characters, such as a paragraph break in a word-processing program. A character occupies one byte of computer storage.

chip — A small piece of silicon containing computer logic and circuits for processing, memory, input/output, and/or control functions. Chips are mounted on printed circuit boards.

click — To press and release the TouchPad control button or mouse button without moving the cursor or mouse. In the Windows® operating system, this refers to the left mouse button or primary TouchPad control button, unless otherwise stated. See also *double-click*.

color palette — A set of specified colors that establishes the colors that can be displayed on the screen at a particular time.

compatibility — The extent to which computers, programs, or devices can work together harmoniously, using the same commands, formats, or language as another.

configuration — (1) The collection of components that make up a single computer system. (2) How parts of the system are set up (that is, configured).

controller — A device that controls the transfer of data from a computer to a peripheral device and vice versa. For example, disk drives, monitors, keyboards, and printers all require controllers.

CPU — See *central processing unit (CPU)*.

CPU cache — A section of very fast memory residing between the CPU and the computer's main memory that temporarily stores data and instructions the CPU will need to execute commands and programs. See also *cache, L1 cache, L2 cache*.

cursor — A symbol that indicates the current position on the screen. The shape of the cursor varies, depending on the program you're using and what you're doing.

D

default — The setting selected by a program when the user does not specify an alternative setting.

device — A component attached to the computer. Devices may be external (outside the computer's case) or internal (inside the computer's case). Printers, disk drives, and modems are examples of devices.

device driver — A program (called a "driver") that permits a computer to communicate with a device.

dialog box — An on-screen window displayed by the operating system or a program giving a direction or requesting input from the user.

direct current (DC) — The type of power usually supplied by batteries. DC flows in one direction. Compare *alternating current (AC)*.

direct memory access (DMA) — A dedicated channel, bypassing the CPU, that enables direct data transfer between memory and a device.

directory — See *folder*.

disable — To turn a computer option off. See also *enable*.

disc — A round, flat piece of metal, designed to be read from and written to by optical (laser) technology, and used in the production of optical discs, such as CDs and DVDs. Compare *disk*.

disk — A round, flat piece of material that can be magnetically influenced to hold information in digital form, and used in the production of magnetic disks, such as diskettes and hard disks. Compare *disc*. See also *diskette, hard disk*.

disk drive — The device that reads and writes information and programs on a diskette or hard disk. It rotates the disk at high speed past one or more read/write heads.

diskette — A thin, flexible disk in a protective jacket that stores magnetically encoded data. Diskettes can be removed from the computer and come in two sizes: 5.25-inch and 3.5-inch. Your computer uses 3.5-inch diskettes. See also *double-density diskette, high-density diskette*.

document — Any file created with an application and, if saved to disk, given a name by which it can be retrieved. See also *file*.

double-click — To press the TouchPad control button or mouse button rapidly twice without moving the cursor or mouse. In the Windows® operating system, this refers to the primary TouchPad control button or left mouse button, unless otherwise stated.

download — (1) In communications, to receive a file from another computer through a modem or network. (2) To send font data from the computer to a printer. See also *upload*.

drag — To hold down the TouchPad control button or mouse button while moving the cursor to drag a selected object. In the Windows® operating system, this refers to the primary TouchPad control button or left mouse button, unless otherwise stated.

driver — See *device driver*.

DVD — An individual digital versatile (or video) disc. See also *DVD-ROM*.

DVD-ROM (digital versatile [or video] disc read-only memory) — A very high-capacity storage medium that uses laser optics for reading data. Each DVD-ROM can hold as much data as several CD-ROMs. Compare *CD-ROM*.

E

emulation — A technique in which a device or program imitates another device or program.

enable — To turn on a computer option. See also *disable*.

executable file — A computer program that is ready to run. Application programs and batch files are examples of executable files. Names of executable files usually end with a .bat or .exe extension.

extension — See *file extension*.

external device — See *device*.

F

file — A collection of related information, saved on disk with a unique name. A file may be a program, information used by a program, or a document. See also *document*.

file allocation table (FAT) — The section of a disk that keeps track of the location of files stored on the disk.

file name — A set of characters that uniquely identifies a file within a particular folder. It consists of two parts: the actual name and the file name extension. See also *file extension*.

file extension — The three characters following the period (pronounced "dot") at the end of a file name. The extension indicates the type of file. Examples are .exe for program files and .hlp for help files. See also *file name*.

folder — Also called directory. A container for organizing files saved to a disk. A folder is symbolized on screen by a graphical image (icon) of a file folder. A folder can contain files and other folders.

format — (verb) To prepare a blank disk for use with the computer's operating system. Formatting creates a structure on the disk so the operating system can write information to the disk or read information from it.

frontside bus — The primary pathway (bus) between the CPU and the computer's main memory. Also called "system bus." See also *bus*.

function keys — The keys labeled F1 through F12, typically located on the keyboard. Their function is determined by the operating system and/or individual programs.

G

gigabyte (GB) — A unit of data equal to 1,073,741,824 bytes (1024 x 1024 x 1024 bytes). See also *byte.*

ground — A conductor to which all components of an electric circuit are connected. It has a potential of zero (0) volts, is connected to the earth, and is the point of reference for voltages in the circuit.

H

hard disk — A storage device composed of a rigid platter or platters that can be magnetically coded with data. Hard disks hold much more information than diskettes and are used for long-term storage of programs and data. The primary (or only) hard disk in a computer is usually fixed, but some computers have secondary hard disks that are removable. By default, the hard disk is referred to as drive C.

hardware — The physical components of a computer system. Compare *software.*

Hibernate — A feature of many Toshiba notebook computers that saves to the hard disk the current state of your work, including all open files and programs, when you turn the computer off. When you turn on the computer again, your work is returned to the same state it was when the computer was turned off. See also *Standby, Suspend.*

high-density diskette — A 3.5-inch diskette that holds 1.44 MB of data. See also *diskette.*

hot key — (1) A feature in which certain keys in combination with the Fn key can set system options or control system parameters, such as the battery save mode. (2) A key or combination of keys that activates a memory resident program.

hot swapping — The ability to add or remove devices from a computer while the computer is running and have the operating system automatically recognize the change.

I

icon — A small image displayed on the screen that represents a function, file, or program.

interlaced — A method of refreshing a computer screen, in which only every other line of pixels is refreshed. Interlaced monitors take two passes to create a complete screen image. Compare *non-interlaced.*

internal device — See *device.*

Internet — The decentralized, world-wide network of computers that provides electronic mail, the World Wide Web, and other services. See also *World Wide Web.*

K

keyboard shortcut — A key or combination of keys that you use to perform a task instead of using a pointing device such as the TouchPad.

kilobyte (KB) — A unit of data equal to 1024 bytes. See also *byte*.

L

L1 (level one) cache — Memory cache built into the processor to help improve processing speed. See also *cache, CPU cache, L2 cache.*

L2 (level two) cache — Memory cache installed on the motherboard to help improve processing speed. It is slower than L1 cache and faster than main memory. See also *cache, CPU cache, L1 cache.*

LAN (local area network) — A group of computers or other devices dispersed over a relatively limited area and connected by a communications link that enables any device to interact with any other on the network.

liquid crystal display (LCD) — A type of display that uses a liquid substance between two transparent electrode panels. When an electric current passes through the electrodes, the molecules in the liquid form a crystalline pattern that polarizes the light passing through it. A filter over the electrodes permits only non-polarized light to pass to the surface of the display, creating light and dark pixels.

load — To move information from a storage device (such as a hard disk) into memory for processing.

local area network — See *LAN.*

logical drive — A section of a disk that is recognized by the operating system as a separate disk drive. A system's logical drives may differ from its physical drives. For example, a single hard disk drive may be partitioned into two or more logical drives.

M

megabyte (MB) — A unit of data equal to 1,048,576 bytes (1024 x 1024 bytes). See also *bytes*.

memory — Typically refers to the computer's main memory, where programs are run and data is temporarily stored and processed. Memory can be volatile and hold data temporarily, such as RAM, or it can be nonvolatile and hold data permanently, such as ROM. A computer's main memory is RAM. See *RAM*, *ROM*.

microprocessor — See *central processing unit (CPU)*.

MIDI (Musical Instrument Digital Interface) — A standard for connecting musical instruments, synthesizers, and computers. The MIDI standard provides a way of translating music into a form computers can use, and vice versa.

modem — Short for "modulator/demodulator." A device that converts information from digital to analog and back to digital, enabling information to pass back and forth between digital computers and analog telephone lines.

motherboard — The main circuit board in the computer. It contains the processor, memory, and other primary components.

MS-DOS prompt — See *system prompt*.

multimedia — A combination of two or more media, such as sound, animation, and video in a computer program or presentation.

multi-function drive — A DVD drive that can read and write to CD and DVD media.

Musical Instrument Digital Interface — See MIDI.

N

network — A collection of computers and associated devices that are connected by communications facilities. A network allows you to share data and peripheral devices, such as printers, with other users and to exchange electronic mail.

non-interlaced — A method of refreshing a computer screen, in which each pixel of every line is refreshed as the electron beam scans across and down the screen. Compare *interlaced*.

non-system disk — A disk for storing programs and data that cannot be used to start the computer. Compare *system disk*.

NT file system (NTFS) — An advanced file system designed for use specifically with the Windows NT operating system.

O

online — Available through the computer. Online may refer to information being read from your own computer's hard disk, such as online documentation or online help, or to information coming from another company on a company network or the Internet.

operating system — A set of programs that controls how the computer works. Examples of operating systems are Windows® 98 Second Edition and Windows® 2000 operating systems.

P

palette — See *color palette.*

parallel — Processes that occur simultaneously. In communications, it means the transmission of more than one bit of information at a time. On your computer, the parallel port provides a parallel communications interface between the computer and an appropriate device. Most modern printers are parallel. Compare *serial.*

password — A unique string of characters entered by a user to verify his or her identity to the computer or the network.

PC Card — A credit-card-sized expansion card designed to increase the capabilities of notebook computers. PC Cards provide functions such as modem, fax/modem, hard disk drive, network adapter, sound card, or SCSI adapter.

peripheral — Any device, such as a printer or joystick, that is attached to the computer and controlled by the computer's CPU.

pixel — Short for "picture element." The smallest dot that can be produced on a screen or printer.

Plug and Play — Generally, refers to the computer's ability to automatically configure itself to work with peripheral devices. When capitalized, refers to a standard that, when followed by a device manufacturer, allows a PC to configure itself automatically to work with the device.

pointing device — Any device, such as the TouchPad or a mouse, that enables you to move the cursor on the screen.

port — A socket on the computer where you plug in a cable for connection to a network or a peripheral device.

processor — See *central processing unit (CPU)*.

program — A set of instructions that can be executed by a computer. The general classes of programs (also called software) are operating system, application, and utility. See also *operating system, application, utility*.

properties — The attributes of an object or device. For example, the properties of a file include the file's type, size, and creation date.

R

RAM (random access memory) — Volatile memory that can be written to as well as read. By volatile, we mean that information in RAM is lost when you turn off your computer. This type of memory is used for your computer's main memory. See also memory. Compare *ROM*.

random access memory — See *RAM*.

read-only memory — See *ROM*.

reboot — See *boot*, *restart*.

removable disk — A disk that can be removed from a disk drive. A diskette is one example of a removable disk.

resolution — A measure of the sharpness of the images that can be produced by a printer or displayed on a screen. For a printer, resolution is expressed in dots per inch (dpi). For a screen, it is expressed as the number of pixels available horizontally and vertically.

restart — Synonymous with reboot. To reset the computer by reloading the operating system without turning the computer off. See also *boot*.

RJ-11 — A modular connector used on most U.S. telephone systems and direct-connect modems. The RJ-11 connector is a 6-wire connector.

RJ-45 — A connector used to attach computers to LANS (local area networks) and to link ISDN (Integrated Services Digital Network) devices to NT-1 (Network Terminator devices). Also called.

ROM (read-only memory) — Non-volatile memory that can be read but not written to. By non-volatile, we mean that information in ROM remains whether or not the computer is receiving power. This type of memory is used to store your computer's BIOS, which is essential instructions the computer reads when you start it up. See also BIOS, memory. Compare *RAM*.

S

select — To highlight or otherwise specify text, data, or graphics with the intent to perform some operation on it.

serial — Processes that occur one at a time. In communications, it means the transmission of one bit at a time sequentially over a single channel. On your computer, the serial port provides a serial interface between the computer and an appropriate device. Compare *parallel*.

shortcut — See *keyboard shortcut*.

software — See *program*. Compare *hardware*.

Standby — A feature of some Windows® operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

Suspend — A feature of some Windows® operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

system disk — A diskette that contains the operating system files needed to start the computer. Any diskette can be formatted as a system disk. A system disk is also called a "bootable disk" or a "startup disk." Compare *non-system disk*.

system prompt — The symbol (in the MS-DOS® operating system, generally a drive letter followed by a "greater than" sign) indicating where users are to enter commands.

T

TFT display — See *active-matrix display*.

U

Universal Serial Bus (USB) — A serial bus that supports a data transfer rate of up to 480 Mbps (480 million bits per second). USB can connect up to 127 peripheral devices through a single all-purpose USB port. USB allows hot swapping of peripherals. See also *bus, hot swapping, serial.*

upload — To send a file to another computer through a modem or network. See also *download.*

USB — See *universal serial bus (USB).*

utility — A computer program designed to perform a narrowly focused operation or solve a specific problem. Utilities are often related to computer system management.

W

Web — See *World Wide Web.*

Wi-Fi — A trademarked term by the Wireless Capability Ethernet Alliance which stands for Wireless Fidelity, and is another term for the communication protocol to permit an Ethernet connection using wireless communication components.

World Wide Web (www) — The worldwide network of Web sites linked together over the Internet. A user of the Web can jump from site to site regardless of the location of the computer hosting the site. See also *Internet.*

Index

A

AC adapter 45
AC power light 45, 49
Accessories programs 146
alarms
    low battery 112
audio features 169
avoiding injury 38

B

battery
    alarms 112
    caring for 116
    changing 113
    charge not lasting 201
    charging 64, 107
    conserving power 111
    disposal 118
    installing 113
    light 49, 109
    monitoring power 109
    power usage mode 222
    remaining power 110
    removing 113
    RTC (real-time clock) 106
    setting alarms 112
buttons
    CD Player 82
    DVD-ROM or multi-function drive eject 78
    Start 122

C

calculator 137
Card and Socket Services 172
CD and DVDs
    caring for 84
    viewing contents 83
CD Player control panel 82
CDs
    inserting 79
    problem solving 207
channels
    DMA 195
    IRQ 195
Character Map 138
charging

main battery 107
checking device properties 197
cleaning
CD or DVDs 84
computer 65
click 50
closing programs 136
comfort
chair 39
lighting 40
work habits 41
command
Shut down 86
Turn Off 86
commands
Hibernate 87
powering down 86
Standby 88
communications
programs 84
setting up 84
system resources 195
via modem 85
compact discs
inserting 79
problem solving 207
removing 83
computer
cleaning 65
lock 66
moving 66
non-system disk or disk error message 191
not accessing disk drives 190
placement 39
protection 37
running on battery power 105
setting up 42, 55
transferring information 161
turning off 150
turning on 48
using at the office 158
warning resume failure message 191
work area 37
computing tips 68
connecting
AC adapter 45
external monitor 61, 158
external speakers 171
modem 85
mouse 60
power cable 47
television 61
to a network 85
USB mouse 60
conserving battery power 111
Contents
CDs 83
DVDs 83
control buttons 50
control buttons for DVD-ROM or multi-function drive 78
critical applications 2
customizing
taskbar 152

D

date and time
setting 142
DC-IN 46
desktop 121
browsing style 154
creating new icon 122
creating shortcuts 136
major features 121
properties 140
shortcut menu 125
Start button 122

system tray 123
taskbar 123, 133
Device Manager 197
checking properties 197
disabling a device 197, 198
dial-up connection 85
Dial-Up Networking Wizard 85
Digital Subscriber Lines (DSL) 163, 164
Disk Defragmenter 205
disk drive
corrupted/damaged data files 205
missing files/trouble accessing a disk 204
running slow 205
diskette drive 63
cannot insert a diskette 205
cannot read a diskette 206
external 63
display
does not look normal/flickers 203
external monitor not working 204
external, adjusting 62
hot key 61
latch 48
properties 141
screen is blank 202
television, connecting 61
display limitations 62
display panel
opening 48
Display settings
hot key 168
displaying folder information 157
disposal information 24
disposing of used batteries 118
DMA (Direct Memory Access) 195
double-click 50
downloading 166
DVD-ROM drive
problems 206
removing a disc 83
troubleshooting 198
DVD-ROM or multi-function drive
control buttons 78
eject button 78
inserting a disc 78
inserting discs 79
removing 83

E

email 165
emulating a full-size keyboard 73
energy saving features 105
environmental considerations 39
ergonomics
lighting 40
posture 39
seating guidelines 39
work habits 41
error messages
device driver conflict 194
general hardware problem 194
non-system disk or disk error 191, 206
problem with display settings/ current settings not working with hardware 203
program has performed an illegal operation 189
warning resume failure 191
Error-checking 204
expansion memory slot 56
external
diskette drive 63
external monitor
connecting 158
not working 204
external speakers 171

F

FAT (File Allocation Table) 204
FCC Notice "Declaration of Conformity Information" 3
FCC requirements 4
files 124
  backing up 69, 75
  printing 75
  saving 68, 74
  transferring 161
Fn key 73
  assigning functions 178
Fn-esse 177
  assigning keys 178
  change/remove key assignments 180
  drag-and-drop 178
  keyboard 177
  starting 177
  using keyboard 179
  viewing key assignments 180
folders 124
  displaying information 157
function keys 70

H

hard disk drive
  light 49
hardware conflicts 194
  resolving 196
Help 147
  Windows XP 193
Hibernate
  restarting 99
  using 93
Hibernation 87
Hibernation command
  enabling 93
Hibernation mode 65, 86
  methods 95
hiding windows 133
hot key
  disable/enable TouchPad 226
  display modes 225
  display output settings 61
  display settings 168
  instant password 220
  power usage mode 222
  Stand by mode 223
  volume mute 220
hot keys
  display brightness 226
  keyboard functions 226
hot swapping 172
  precautions 174
Hotkey utility 180
Hypertext Transfer Protocol (HTTP) 164

I

icon 121
  desktop 122
  moving to desktop 122
  naming 130
  safety 34
Industry Canada requirement 4
inserting
  CDs and DVDs 79
  PC Cards 172
installing
  main battery 113
Internal mode 204
Internet 164
  bookmarked site not found 193
  chat rooms 166
  connecting to 162
  news groups 166
  overview 163
  slow connection 193

URL address not found 193
Internet Service Provider (ISP) 164, 165
IRQ (Interrupt Request) 195

K

keyboard
character keys 70
Ctrl, Fn, and Alt keys 70
cursor control overlay 72
emulating full-size 73
Fn-esse 177
function keys 70
hot keys 226
not working 190, 201
numeric keypad overlay 72
overlay keys 71
unexpected characters 201
Windows special keys 71

L

lights
AC power 45, 49
battery 49, 109
hard disk drive 49

M

main battery
changing 113
removing 113
memory
problem solving 199
removing 58
removing expansion slot cover 56
memory module
inserting 57
removing 59
Microsoft Internet Explorer 84
Microsoft Support Online Web site 194
Microsoft Windows XP 120
minimizing 133
modem
determining COM port 159
port 85
problem solving 213
resetting port to default settings 159
upgrading 159
modem, using 85
monitor
connecting 61, 158
not working 202
mouse
connecting 60
moving the computer 66
multi-function drive
cannot access disc 206
drive tray will not open 206
problems 206
troubleshooting 198
My Computer 124, 125

N

network
connecting to 85
dial-up connection 85
New Folder icon 130
new text document 128
Notepad 129

O

object properties 140
online tours 149

P

Paint 131
password
instant 220
PC Card

Card and Socket Services 172
checklist 210
CIS (Card Information Structure) 209
computer stops working 211
errors 211
hot swapping fails 211
inserting 172
modem default 159
not recognized 211
problem solving 209, 210
removing 173
replacing 174
PCMCIA (Personal Computer Memory Card International Association) 171
Plug and Play 196
ports
external diskette drive 63
power
cable 47
cable connectors 227
computer will not start 190
monitoring 109
problem solving 200
taking care of your battery 116
Power Management 183
powering down 86
running on batteries 185
power usage mode 111
powering off 86
precautions 41
primary button 50
printer
Add Printer Wizard 51
problem solving 212
printing a file 75
problem solving
AC power 200
accessing disk drives 190
battery charge does not last 201
cannot access CD/DVD 206
cannot insert diskette in drive 205
cannot read a diskette 206
changing display properties 203
checking device properties 197
compact discs not running correctly 207
computer hangs when PC Card inserted 211
computer will not power up 190
contacting Toshiba 33, 215
corrupted/damaged data files 205
Device Manager 197
disabling a device 197, 198
disk drive is slow 205
display is blank 202
external display not working 204
external keyboard not working 201
external monitor 202
faulty memory 199
hardware conflict 194, 195
hardware conflict caused by legacy device 196
high-pitched noise 208
illegal operation 189
Internet bookmarked site not found 193
Internet connection is slow 193
keyboard
not responding 190
keyboard produces unexpected characters 201
missing files/trouble accessing a disk 204
modem not receiving or transmitting 213
multi-function drive tray does not

eject 206
no sound 208
non-system disk or disk error 191, 206
PC Card 209
checklist 210
error occurs 211
hot swapping fails 211
not recognized 211
slot appears dead 210
Plug and Play 196
power and batteries 200
printer 212
program not responding 188
program not working properly 205
screen does not look right/flickers 203
system resources 195
trouble prevention 213
URL address not found 193
using Startup options 192
warning resume failure 191
Windows XP not working 191
Windows XP will not start 191
programs
closing 136
not running correctly 205
starting 73
Web browsers 164
properties 140
protection of stored data 2

R

recharging
main battery 107
recording
adjusting quality 170
sounds 169
Recovery Media 35
Recycle Bin 122, 144
remaining battery power 110
removing
CDs and DVDs 83
main battery 113
PC Cards 173
resizing windows 133, 134
Restart command 87
restarting from Hibernate 99
restarting from Standby 104
restarting from Turn Off 93
RTC (real-time clock) battery 106
running the computer on battery power 105

S

safety
computer 118
disposing of batteries 118
icons 34
precautions 41
saving your work 74
screen
blank 202
does not look normal/flickers 203
Screen Saver tab 141
Search Engine 165
secondary button 50
security
fitting a computer lock cable 66
instant password 220
SelectServ 36
setting
battery alarms 112
setting up
AC adapter 45
communications 84
computer 37, 42, 55
date and time 142
printer 51

shortcut
creating 136
menu 125
Shut down
using 89
shut down 65
Shut down command 86
sound
.wav files 169
problem solving 208
speakers
external 171
Stand by command 100
Stand by mode
hot key 223
Standby 86, 88
low battery 111
restarting 104
using 100
Start button 122
starting a program 73
starting up the computer
from Standby 104
Startup menu
problem solving 192
sticky key 176
stored data protection 2
support for Windows 123
System Restore 146
System Setup 190
System Tools 146
system tools 204
Disk Defragmenter 205
Error-checking 204
system tray 123

T

taskbar 123, 133
customizing 152
telephone line
connecting the modem 85
television
adjusting display 62
connecting 61
text file 128
toolbars
displaying in a window 157
Toshiba
Internet Web sites 216
Toshiba Accessories
information 36
TOSHIBA Console 181
Toshiba Hardware Setup 186
TouchPad
using 124
using with control buttons 124
trademarks 23
transferring files 161
transferring information between
computers 161
traveling tips 118
Turn Off
restarting from 93
using 89
Turn Off command 86
Turn Off methods 90
turning computer on/off 48
turning off the computer 86
tutorials 127, 149

U

Uniform Resource Locator (URL)
152, 165
uploading 166
URL (Uniform Resource Locator)
152, 165
USB mouse
connecting 60
using
Hibernate 93

modem 85
Standby 100
Wi-Fi 162
utilities
Fn-esse 177
Hotkey utility 180
Power Management 183
TOSHIBA Accessibility 175
TOSHIBA Console 181
Toshiba Hardware Setup 186

V

video features
exploring 167

W

warranty
SelectServ 36
Web address 165
Web browsers 164
Web content interface 153
Web sites
Support Online 194
Web sites,Toshiba 216
windows
hiding 133
repositioning 133
resizing 133, 134
Windows Explorer 131
Windows Help 123
Windows Media Player 80
Windows Standby 64
Windows XP
change date and time settings 142
changing the screen saver 140
closing programs 136
creating a new folder 130
creating a text file 128
creating shortcuts 136
desktop 121
Help 147, 193
Help and Support 193
problem solving 191
Recycle Bin 144
removing objects 144
resizing or moving windows 133, 134
special features 151
starting programs 131
System Restore 146
tours and tutorials 149
Turn Off 150
Web Tutorial 127
wireless features
Wi-Fi 162
wireless interoperability 7
Wizards
Add Printer 51
World Wide Web 164